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Front Office

A-11-001-10 Policy File - Arrange by TAGS and Terms

Description: Congressionals, correspondence, memorandums, telegrams, reports and other documentation on security covering awareness, counterintelligence, countermeasures, counterterrorism, diplomatic couriers, emergency plans, field offices, information systems, investigations, overseas operations, Overseas Security Advisory Council (OSAC), physical security, procedures, protection, services, technology, threats, and other related subjects.

Disposition: Permanent. Cut off file at end of each calendar year. Retire to RSC 3 years after cut off date. Transfer to WNRC 5 years after cut off date. Transfer to the National Archives 30 years after cut off date.

DispAuthNo: N1-059-94-43, item 1(1)a **Date Edited:** 10/26/2007

A-11-001-11 Assistant Secretary Chronological File - Arrange by message reference number or by date

Description: Extra copies of correspondence, memorandums, notes, official-informal, reports, speeches, statements, telegrams and other documentation maintained by or for the direct use of the Assistant Secretary or Deputy Assistant Secretary.

Disposition: Permanent. Cut off file at end of each calendar year. Retire to RSC 1 year after cut off date. Transfer to WNRC 3 years after cut off date. Transfer to the National Archives 30 years after cut off date.

DispAuthNo: N1-059-94-43, item 1(1)b **Date Edited:** 10/26/2007

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Executive Director

A-11-002-01 Privacy Act General - Administrative File - Arrange by TAGS and Terms

Description: Correspondence, memorandums, notices, and other documentation on the Privacy Act covering DS implementation of the Act.

Disposition: Cut off file at end of each calendar year. Destroy 2 years after cut off date.

DispAuthNo: GRS 14, item 26

Date Edited: 4/1/1999

A-11-002-01a Privacy - Case File - Documentation on individual Privacy Act requests covering access to their security records or to have them amended

Description: a. Copy of requestor letters, final responses, records of areas searched, results, and Request Transmittal Sheets (DS-1748).

Disposition: Retire to DS central file when 2 years old or after final action.

DispAuthNo: N1-059-94-43, item 102a

Date Edited: 10/26/2007

A-11-002-01b Privacy - Case File - Documentation on individual Privacy Act requests covering access to their security records or to have them amended

Description: b. All other items.

Disposition: Destroy 2 years after final action.

DispAuthNo: N1-059-94-43, item 102b

Date Edited: 10/26/2007

A-11-002-20 Security Awareness Program - Subject File

Description: Informational and educational materials; brochures; Congressionals; general correspondence; memorandums; memorandums of conversation; press guidance; publications; speeches; and telegrams - dealing with - security awareness policies, programs and issues on: Department and post facilities; exhibits; the Foreign Service Institute; investigations; the Marine Corps Security Guard Program; the Materials Review Board; the Overseas Advisory Council; protection; public and media inquiries; public service campaigns; reward programs; security; technical security; terrorism; threats; and professional security training.

Disposition: Block by year. Cut off at the end of the calendar year. Retire to RSC when 3 years old. Destroy when 5 years old.

DispAuthNo: N1-059-92-19, item 1

Date Edited: 10/26/2007

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A-11-002-21	Security Awareness Program - Motion Picture Films
Description:	Classified or unclassified films, originals or duplicates, not produced by or for the Department.
Disposition:	Destroy when out of date or no longer needed.
DispAuthNo:	N1-059-92-19, item 3
	Date Edited: 10/26/2007
A-11-002-22a	Security Awareness Program - Publications
Description:	a. Master Set. One copy of each publication dealing with overall reports on terrorist activities and political violence.
Disposition:	Permanent. Retire to RSC when 3 years old. RSC transfer to WNRC after 5 years and offer to NARA after 30 years. Destroy all other publications.
DispAuthNo:	N1-059-92-19, item 2a
	Date Edited: 10/26/2007
A-11-002-22b	Security Awareness Program - Publications
Description:	b. Distribution Copies. All other publications and distribution copies.
Disposition:	Destroy when the publication is updated or is obsolete.
DispAuthNo:	N1-059-92-19, item 2b
	Date Edited: 10/26/2007
A-11-002-22c	Security Awareness Program - Publications
Description:	c. Art Work. Graphic art work of all types used to make covers and illustrations for publications: camera ready copies, hard copies, negatives, photographs, photostats, etc.
Disposition:	Destroy when the publication is updated or is obsolete.
DispAuthNo:	N1-059-92-19, item 2c
	Date Edited: 10/26/2007
A-11-002-23a	Security Awareness Program - Slides - Produced by or for the Department
Description:	a. Original Slides - Historical - Classified and unclassified slides produced by or for the Department that cover historical persons, places, events, or things.
Disposition:	Permanent. Block by year. Retire all items in the block to RSC 1 year after determination that all of the items, photographs, and slides in the block are out of date and no longer needed for current operations. RSC transfer immediately and directly to the National Archives.
DispAuthNo:	N1-059-92-19, item 6a
	Date Edited: 10/26/2007

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A-11-002-23b	Security Awareness Program - Slides - Produced by or for the Department
Description:	b. All Other Slides - Classified or unclassified slides, originals or copies, produced for or by the Department.
Disposition:	Destroy 3 years after a determination that they are out of date or no longer needed.
DispAuthNo:	N1-059-92-19, item 6b
	Date Edited: 10/26/2007
A-11-002-23c	Security Awareness Program - Slides - Not Produced by or for the Department
Description:	c. Classified or unclassified slides not produced by or for the Department.
Disposition:	Destroy 1 year after a determination that they are out of date or no longer needed.
DispAuthNo:	N1-059-92-19, item 6c
	Date Edited: 10/26/2007
A-11-002-24a	Security Awareness Program - Still Photographs and Negatives - Historical Photographs, and Negatives - Produced by or for the Department
Description:	Classified and unclassified photographs produced by or for the Department that cover current or historical persons, places, events, or things. This also includes photographs that are covered by copyrights which the Department has purchased a limited or unlimited right to reproduce. a. Original photograph and 1(one) negative, if any.
Disposition:	Permanent. Block by year. Retire all items in the block to RSC 1 year after determination that all of the photographs, and negatives in the block are out of date and no longer needed for current operations. RSC transfer immediately and directly to the National Archives.
DispAuthNo:	N1-059-92-19, item 5a
	Date Edited: 10/26/2007
A-11-002-24b	Security Awareness Program - Still Photographs and Negatives - Produced by or for the Department
Description:	b. All other photographs. Classified or unclassified photographs produced by or for the Department.
Disposition:	Destroy 3 years after a determination that they are out of date or no longer needed.
DispAuthNo:	N1-059-92-19, item 5b
	Date Edited: 10/26/2007

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A-11-002-24c	Security Awareness Program - Still Photographs and Negatives - Photographs not produced by or for the Department
Description:	c. Classified or unclassified photographs, originals, duplicates, or negatives, not produced by or for the Department.
Disposition:	Destroy 1 year after a determination that they are out of date or no longer needed.
DispAuthNo:	N1-059-92-19, item 5c
	Date Edited: 10/26/2007
A-11-002-25a(1)	Security Awareness Program - Video Cassette Tapes
Description:	Classified and unclassified; video-cassette tapes, of any formal (Video Home System - VHS; Betamax - Beta, Betacam; Umatic; etc.), used to record audio-video information via electronic video-cassette recorder (VCR) systems; produced by or for the Department that have useful current or historical information about persons, places, events, or things. a. Historical tapes produced by or for the Department. (1) Original tapes, if no longer needed to make copies, and 1 working copy.
Disposition:	Retire to RSC when 2 years old. RSC offer all titles to the National Archives immediately. Those not accepted for transfer to the National Archives will be destroyed when no longer needed.
DispAuthNo:	N1-059-92-19, item 4a(1)
	Date Edited: 10/26/2007
A-11-002-25a(2)(a)	Security Awareness Program - Video-Cassette Tapes
Description:	Classified and unclassified; video-cassette tapes, of any formal (Video Home System - VHS; Betamax - Beta, Betacam; Umatic; etc.), used to record audio-video information via electronic video-cassette recorder (VCR) systems; produced by or for the Department that have useful current or historical information about persons, places, events, or things. a. Video-Cassette Tapes-Historical tapes produced by or for the Department. (2) Duplicate tapes (a) Classified tapes
Disposition:	Destroy when out of date or no longer needed.
DispAuthNo:	GSR 21, item 21
	Date Edited: 4/1/1999

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A-11-002-25a(2)(b)	Security Awareness Program - Video-Cassette Tapes
Description:	Classified and unclassified; video-cassette tapes, of any format (Video Home System - VHS; Betamax - Beta, Betacam; Umatic; etc.), used to record audio-video information via electronic video-cassette recorder (VCR) systems; produced by or for the Department that have useful current or historical information about persons, places, events, or things. a. Video-Cassette Tapes-Historical tapes produced by or for the Department. (2) Duplicate tapes (b) Unclassified tapes
Disposition:	Erase tapes when out of date or no longer needed and reuse.
DispAuthNo:	GSR 21, item 21 Date Edited: 4/1/1999
A-11-002-25b	Security Awareness Program - Video-Cassette Tapes not produced by or for the Department
Description:	b. Classified or unclassified tapes, originals or duplicates, not produced by or for the Department.
Disposition:	Destroy 1 year after a determination that tape is out of date or no longer needed.
DispAuthNo:	N1-059-92-19, item 4b Date Edited: 10/26/2007
A-11-002-30	Advisory Panel on Overseas Security - Arrange by subject or type of records
Description:	Memorandums, correspondence, notes, briefing materials, telegrams, minutes of meetings, taskers and responses, reports, statements, drafts, and other documentation relating to the work and activities of the Panel (Inman). The file includes reports and other material submitted to the Panel by other agencies. The Panel was established to develop a comprehensive foreign affairs agency plan to meet the challenges of security of U.S. Government operations abroad, and of foreign governments in the U.S.
Disposition:	Permanent. Retire to RSC for immediate transfer to WNRC. Transfer to the National Archives in 2010.
DispAuthNo:	N1-059-95-28 Date Edited: 10/26/2007

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A-11-002-31	Security Planning - Program File - Arrange by TAGS and Terms		
Description:	Charts, congressionals, plans, and other documentation on security planning covering background information, budget, evaluations, goals, initiatives, inspections, internal controls, management controls and systems, mile stone charts, Office of the Inspector General (OIG) inspection replies, operational planning systems, operations, programs, requirements, security, vulnerabilities, and other related subjects.		
Disposition:	TEMPORARY: See sub sections 31a-c for specific dispositions.		
DispAuthNo:	N1-059-94-43, item 103	Date Edited:	10/26/2007
A-11-002-31a	Security Planning - Program File - Arrange by TAGS and Terms		
Description:	a. Milestone Charts.		
Disposition:	Cut off file at end of every 5 calendar years. Destroy 5 years after cut off date.		
DispAuthNo:	N1-059-94-43, item 103a	Date Edited:	10/26/2007
A-11-002-31b	Security Planning - Program File - Arrange by TAGS and Terms		
Description:	b. Office of the Inspector General (OIG) inspection replies.		
Disposition:	Cut off file at end of every 5 calendar years. Destroy when no longer needed.		
DispAuthNo:	N1-059-94-43, item 103b	Date Edited:	10/26/2007
A-11-002-31c	Security Planning-Program File - Arrange by TAGS and Terms		
Description:	c. All other material.		
Disposition:	Cut off file at end of every 5 calendar years. Destroy 1 year after cut off date.		
DispAuthNo:	N1-059-94-43, item 103c	Date Edited:	10/26/2007

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A-11-002-32a	Security Policy Publications File
Description:	Briefing books, memorandums, memorandums of understanding, reports, and other documentary material on security policies covering approvals, audits, clearances, other agencies, policies, security, services, standards, 12 FAM Diplomatic Security, and other related subjects. a. Master set.
Disposition:	Permanent. Retire to RSC 1 year after updated for transfer to WNRC. Transfer to National Archives after 30 years.
DispAuthNo:	N1-059-94-43, item 104a
Date Edited:	10/26/2007
A-11-002-32b	Security Policy Publications File
Description:	Briefing books, memorandums, memorandums of understanding, reports, and other documentary material on security policies covering approvals, audits, clearances, other agencies, policies, security, services, standards, 12 FAM Diplomatic Security, and other related subjects. b. All other copies.
Disposition:	Destroy when updated.
DispAuthNo:	N1-059-94-43, item 104b
Date Edited:	10/26/2007
A-11-002-40a	Agent Credentials - Program File
Description:	Accountability Receipts Forms for DSS Identification Media, correspondence, memorandums, reports on agents' credentials covering badge numbers, badges, cards, couriers, credential numbers, credentials (cards), engineers, pins, receipts, security officers, special investigators, and other related subjects. a. Receipts and related documentation. Arrange file by media identification number
Disposition:	Retain in office. Cut off file upon credential design change. Destroy 25 years after cut off date.
DispAuthNo:	N1-059-94-43, item 98a
Date Edited:	10/26/2007

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A-11-002-40b	Agent Credentials - Program File - Arrange by subject		
Description:	Accountability Receipts Forms for DSS Identification Media, correspondence, memorandums, reports on agents' credentials covering badge numbers, badges, cards, couriers, credential numbers, credentials (cards), engineers, pins, receipts, security officers, special investigators, and other related subjects. b. General correspondence.		
Disposition:	Retain in office. Cut off file at the end of each calendar year. Destroy 25 years after cut off date.		
DispAuthNo:	N1-059-94-43, item 98b	Date Edited:	10/26/2007
A-11-002-41-42	Reserved.		
Description:	Reserved.		
Disposition:	Reserved.		
DispAuthNo:		Date Edited:	6/14/2010
A-11-002-43	Security Grant Administrative File		
Description:	Correspondence relating to routine operations and daily activities in administration of the grant program.		
Disposition:	Destroy when 2 years old.		
DispAuthNo:	N1-059-94-43, item 106	Date Edited:	10/26/2007
A-11-002-44	Security Grant Case Files		
Description:	Individual grants (originals) and cooperative agreements (originals) on antiterrorism training, protective services, and covering amendments, basic agreements, cash transaction reports, certifications, correspondence, expenditures, FBI, Federal Assistance Award (DS-1909), final products, final reports, grant policy directives, grant program, local police, OIG audit reports, Cost Principles for State and Local Governments, Grants and Cooperative Agreements (with State and Local Governments, and universities), operational responsibilities, payments (copies of), protection, reports, schedules, services, state police, tasking orders, training, vehicles, and other related subjects.		
Disposition:	Destroy 3 year after final payment or termination of agreement whichever is sooner.		
DispAuthNo:	N1-059-94-43, item 105	Date Edited:	10/26/2007

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Countermeasures and Counterintelligence

A-11-003-10a(1)	Alarm Systems Files - Reports on fire and security alarms covering the Central Monitoring Station (CMS)
Description:	a. Fire Alarm Report File. Activity reports generated by the Department's Interactive Technologies Inc. (ITI) fire alarm system. (1) Printouts.
Disposition:	Destroy when 1 year old.
DispAuthNo:	N1-059-94-43, item 36a(1) Date Edited: 10/26/2007
A-11-003-10a(2)	Alarm Systems Files - Reports on fire and security alarms covering the Central Monitoring Station (CMS)
Description:	a. Fire Alarm Report File. Activity reports generated by the Department's Interactive Technologies Inc. (ITI) fire alarm system. (2) Cassettes.
Disposition:	Reuse when 2 weeks old. Destroy tape when no longer usable.
DispAuthNo:	N1-059-94-43, item 36a(2) Date Edited: 10/26/2007
A-11-003-10b(1)	Alarm Systems Files - Reports on fire and security alarms covering the Central Monitoring Station (CMS)
Description:	b. Security Alarm Report File. Activity reports generated by the Department's Monitor Dynamics Security System (MDI) security alarm system. (1) Printouts.
Disposition:	Destroy when 1 year old.
DispAuthNo:	N1-059-94-43, item 36b(1) Date Edited: 10/26/2007
A-11-003-10b(2)	Alarm Systems Files - Reports on fire and security alarms covering the Central Monitoring Station (CMS)
Description:	b. Security Alarm Report File. Activity reports generated by the Department's Monitor Dynamics Security System (MDI) security alarm system. (2) Cassettes.
Disposition:	Reuse when 2 weeks old. Destroy tape when no longer usable.
DispAuthNo:	N1-059-94-43, item 36b(2) Date Edited: 10/26/2007

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A-11-003-10c	Alarm Systems Files - Reports on fire and security alarms covering the Central Monitoring Station (CMS)
Description:	c. Security Monitoring Cameras File. Video Home System (VHS) video cassette tapes generated by the security monitoring cameras.
Disposition:	Reuse when 1 week old. Destroy tape when no longer usable.
DispAuthNo:	N1-059-94-43, item 36c
	Date Edited: 10/26/2007
A-11-003-12	Building Passes for Persons who are not Department Employees - Case File
Description:	Applications for Department of State Building Pass (DSP-97), and Security Investigation Data for Nonsensitive Position (SF-85) on persons who are not Department employees covering applications, building passes, investigations, and other related subjects.
Disposition:	Destroy 1 year after cancellation of pass.
DispAuthNo:	N1-059-94-43, item 30
	Date Edited: 10/26/2007
A-11-003-13	Data Cards File
Description:	Data cards on individuals covering the issuance of building passes.
Disposition:	Destroy when new pass is issued or at termination of employment.
DispAuthNo:	N1-059-94-43, item 31
	Date Edited: 10/26/2007
A-11-003-14	Facilities Physical Security - Program File - Arrange by TAGS and Terms
Description:	Accrediting reports, copies of contracts, memorandums, status reports, surveys, and telegrams on physical security for facilities covering advice of allotments, antennas, certifications, comments, controlled access areas, construction, designs, drawings, funding, installations, new office buildings (NOB), plans, projects, rehabilitation, requirements, reviews, shipping, space, surveys, and other related subjects.
Disposition:	Cut off file at end of each calendar year. Retire to RSC 3 years after cut off date for transfer to WNRC. Destroy 7 years after cut off date.
DispAuthNo:	N1-059-94-43, item 51
	Date Edited: 10/26/2007
A-11-003-15	Fire and Security Alarms File - Arrange by TAGS and Terms
Description:	Correspondence, and reports on fire and security alarms covering opening and closing schedules, lists of authorized personnel, alarm reports, and other related subjects.
Disposition:	Cut off file at the end of each calendar year. Destroy 3 years after cut off date.
DispAuthNo:	GRS 18, item 10
	Date Edited: 4/1/1999

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A-11-003-16	Industrial Security Case File
Description:	Documentation on security clearances covering the facilities of private organizations, when the Department is interested in bidding on a classified contract which uses those facilities.
Disposition:	Destroy upon close of out of contract. (ref. NN-172-188, item 19)
DispAuthNo:	N1-059-94-43, item 40
Date Edited:	9/18/2012
A-11-003-17	Industrial Security Inspection File
Description:	Reports on contracts covering security classification inspections.
Disposition:	Destroy 6 months after closeout of contract.
DispAuthNo:	N1-059-94-43, item 41
Date Edited:	10/26/2007
A-11-003-20	Countermeasures - Program File - Arrange by TAGS and Terms
Description:	Memorandums, reports, and telegrams on technical and physical security covering accreditation, anti-terrorism, buildings, construction, contractors, countermeasures, debugging, demolition, detection equipment, electronic security, emanations, inspections, receipts, systems development, and other related subjects.
Disposition:	Cut off at the end of each calendar year. Destroy 2 years after cut off date.
DispAuthNo:	N1-059-94-43, item 62
Date Edited:	10/26/2007
A-11-003-21a	Counterintelligence - Case Files
Description:	a. Historical Files Cases that reflect distinctive Department activities, attract media or Congressional interest, or are otherwise historically significant.
Disposition:	Permanent. Designate as permanent at time the case takes on significance. Retire to RSC 3 years after case closes for transfer to WNRC. Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-059-94-43, item 4a
Date Edited:	10/26/2007
A-11-003-21b	Counterintelligence - Case Files
Description:	b. All other cases.
Disposition:	Review every 5 years. Destroy 20 years after determination date that the case no longer has any security interest.
DispAuthNo:	N1-059-94-43, item 4b
Date Edited:	10/26/2007

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A-11-003-22	Device Finds Files - Arrange alphabetically by name of post
Description:	Memorandums, reports, correspondence, photographs, diagrams, and other material relating to technical penetration of U.S. overseas facilities and the analysis of those devices. Also included are publications and reports of the U. S. Intelligence Board, Security Committees, Technical Surveillance Countermeasures Subcommittee. Files date primarily from the 1940s to the 1980s.
Disposition:	Permanent. Retire to RSC 10 years after case is closed for transfer to WNRC. Transfer to the National Archives 30 years after case is closed.
DispAuthNo:	N1-059-94-43, item 6
	Date Edited: 10/26/2007
A-11-003-23	Emanations Security - Program File - Arrange by TAGS and Terms
Description:	Correspondence, memorandums, reports, studies, and telegrams on emanation security covering coordination, equipment, inspections, product evaluation, shielding, tempest, testing, training, zones of control, and other related subjects.
Disposition:	Cut off file at the end of every 5 calendar years. Destroy 5 years after cut off date.
DispAuthNo:	N1-059-94-43, item 63
	Date Edited: 10/26/2007
A-11-003-24	Emanations Security Post - Program File - Arrange by post
Description:	Memorandums, reports, and telegrams on emanation security covering Automated Emanations Security Operations Program (AESOP) reports, construction, coordination, equipment, floor plans, inspections, shielding, tempest, testing, travel schedules, zones of control, and other related subjects.
Disposition:	Destroy 4 years after all requirements have been met.
DispAuthNo:	N1-059-94-43, item 64
	Date Edited: 10/26/2007
A-11-003-25	Engineering Security - Arrange by posts
Description:	Engineering Security Services Report (DS-1539), forms, memorandums, monthly status reports, technical reports, and other documentation on engineering security covering countermeasures, drawings, engineering, ESC (Engineering Security Center), equipment, floor plans, inspections, installations, penetration, security technology, support services, surveillance, surveys, technical services, visits, and other related subjects.
Disposition:	Cut off file at the end of 3 calendar years. Microfiche file when 3 years old. Destroy paper file after filming. Retire microfiche to RSC when 12 years old for transfer to WNRC. Destroy microfiche when 30 years old.
DispAuthNo:	N1-059-94-43, item 9
	Date Edited: 10/26/2007

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A-11-003-27	Technical Threat Assessment - Program File - Arrange by TAGS and Terms
Description:	Analysis material, collected threat information, memorandums, telegrams, and other documentation on defensive technical analysis covering facilities, intelligence, personnel, programs, and other related subjects.
Disposition:	Permanent. Cut off file at end of each calendar year. Retire to RSC 5 years after cut off date for transfer to WNRC. Transfer to the National Archives 30 years after cut off date.
DispAuthNo:	N1-059-94-43, item 5
Date Edited:	10/26/2007
A-11-003-28	U.S. Intelligence Board/Technology Security Coordination Group - (USIB/ TSCG) - Audio Countermeasures Subcommittee File - Arrange by TAGS and Terms
Description:	Record copies of reports and related documentation.
Disposition:	Permanent. Cut off file at end of each calendar year. Retire to RSC when no longer needed. Transfer to WNRC after 3 years. Transfer to The National Archives when 30 years old.
DispAuthNo:	N1-059-94-43, item 8
Date Edited:	10/26/2007
A-11-003-30	Control Officer - Program File - Arrange by TAGS and Terms
Description:	Operational chronologies on controlled pouch trips to selected posts covering airway bills, deliveries to controlled access areas (CAA), tasks, telephones, warehouse set ups, vehicles, and other related subjects.
Disposition:	Cut off file at end of each year. Destroy 5 years after cut off date.
DispAuthNo:	N1-059-94-43, item 14
Date Edited:	10/26/2007
A-11-003-40	Crisis Management Exercise Controller Books - Program File - Arrange by post
Description:	Books and other documentation on exercises covering specific countries.
Disposition:	Destroy after new report is issued.
DispAuthNo:	N1-059-94-43, item 23
Date Edited:	10/26/2007
A-11-003-41	Crisis Management Exercises - Program File - Arrange by post
Description:	Background material and reports on exercises covering country clearances, equipment, evacuations, reports, shipments, training material, trips, and other related subjects.
Disposition:	Cut off file at end of every 3 calendar years. Retire to RSC 1 year after cut off date for transfer to WNRC. Destroy 6 years after cut off date.
DispAuthNo:	N1-059-94-43, item 22
Date Edited:	10/26/2007

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A-11-003-42	Crisis Management Training - Program File - Arrange by TAGS and Terms
Description:	Documentation on crisis management training exercises covering country clearances, equipment, evacuations, shipments of material, and other related subjects.
Disposition:	Cut off file at end of each year. Retire to RSC 3 years after cut off date for transfer to WNRC. Destroy 10 years after cut off date.
DispAuthNo:	N1-059-94-43, item 21 Date Edited: 10/26/2007
A-11-003-43	Emergency Action Plan Policy and Procedures File - Arrange by TAGS and Terms
Description:	Briefing materials, telegrams, and weekly activity reports on emergency evacuation and relocation planning covering background and development work, publication of regulations and handbooks, meetings, general policy papers, and other related subjects.
Disposition:	Cut off file at end of each year. Destroy when no longer needed.
DispAuthNo:	N1-059-94-43, item 24 Date Edited: 10/26/2007
A-11-003-44	Emergency Action Plans (EAP) - Program File - Arrange by post
Description:	Current EAPs, correspondence, reports, and other documentation on action plan covering emergencies and evacuations.
Disposition:	Destroy when replaced by a new plan. (ref. NN-170-120, item 9)
DispAuthNo:	N1-059-94-43, item 25 Date Edited: 10/26/2007
A-11-003-45	Emergencies - Program File - Arrange by post
Description:	Telegrams, trip reports, and reports on U.S. citizens abroad in actual emergencies covering protection, evacuation, relocation and other related subjects.
Disposition:	Cut off file at end of every 3 calendar years. Destroy 7 years after cut off date. (ref. NN-170-120, item 10)
DispAuthNo:	N1-059-94-43, item 26 Date Edited: 10/26/2007
A-11-003-50a	Defensive Equipment - Program Files - Arrange by country
Description:	a. Armored Vehicles File Telegrams and reports on defensive equipment covering cars, condition, maintenance, planning, requests for, vehicles, and other related subjects.
Disposition:	Destroy 1 year after vehicle is no longer owned by Department.
DispAuthNo:	N1-059-94-43, item 47a Date Edited: 10/26/2007

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A-11-003-50b(1)	Defensive Equipment - Program Files - Arrange by case
Description:	b. Special Protective Equipment File Notice of Shipment (DS-1549), Equipment Disposition Record (DS-1753), and memorandums on special protective equipment for individuals and posts covering agents, disposition, equipment, inventories, posts, shipments, and other related subjects. (1) Agent's Assigned Equipment File.
Disposition:	Destroy 5 years after employee departs DS.
DispAuthNo:	N1-059-94-43, item 47b(1) Date Edited: 10/26/2007
A-11-003-50b(2)	Defensive Equipment - Program Files - Arrange by post
Description:	b. Special Protective Equipment File Notice of Shipment (DS-1549), Equipment Disposition Record (DS-1753), and memorandums on special protective equipment for individuals and posts covering agents, disposition, equipment, inventories, posts, shipments, and other related subjects. (2) Post Assigned Equipment File.
Disposition:	Destroy when no longer needed.
DispAuthNo:	N1-059-94-43, item 47b(2) Date Edited: 10/26/2007
A-11-003-51a	Physical Security Laboratory - Program Files - Documentation on physical security evaluations and testing covering equipment, locks, training, interagency liaison, and other related subjects - Arrange by TAGS and Terms
Description:	a. Interagency Advisory Committee on Security Equipment (IACSE) Specifications, standards, technical information, copies of committee minutes (GSA chairs committee).
Disposition:	Destroy when no longer needed.
DispAuthNo:	N1-059-94-43, item 48a Date Edited: 10/26/2007

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A-11-003-51b(1)	Physical Security Laboratory - Program Files - Documentation on physical security evaluations and testing covering equipment, locks, training, interagency liaison, and other related subjects
Description:	b. Technical Data File (1) Technical reference materials on classified storage equipment.
Disposition:	Destroy when no longer needed.
DispAuthNo:	N1-059-94-43, item 48b(1) Date Edited: 10/26/2007
A-11-003-51b(2)	Physical Security Laboratory - Program Files - Documentation on physical security evaluations and testing covering equipment, locks, training, interagency liaison, and other related subjects - Arrange by post
Description:	b. Technical Data File (2) Telegrams.
Disposition:	Cut off file at end of each calendar year. Destroy 3 years after cut off date.
DispAuthNo:	N1-059-94-43, item 48b(2) Date Edited: 10/26/2007
A-11-003-51c	Physical Security Laboratory - Program Files - Documentation on physical security evaluations and testing covering equipment, locks, training, interagency liaison, and other related subjects - Arrange by subject
Description:	c. Training Material File.
Disposition:	Destroy when updated or obsolete.
DispAuthNo:	N1-059-94-43, item 48c Date Edited: 10/26/2007
A-11-003-52	Plain Text Processing Equipment - Program File - Arrange by TAGS and Terms
Description:	Memorandums, telegrams, and other documentation on plain text processing equipment covering certifications, classified information processing equipment (CIPE), controlled access areas, emergencies, engineering, equipment, evaluations, maintenance, opinions, policies, shipments, studies, and other related subjects.
Disposition:	Cut off file at end of each calendar year. Destroy 1 year after cut off date.
DispAuthNo:	N1-059-94-43, item 66 Date Edited: 10/26/2007

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A-11-003-53a	Security Equipment and Maintenance (SEMP) - Program Files - Arrange by subject
Description:	Documentation on security equipment covering maintenance, procurement, product integrity, protective equipment, shipments, special equipment, storage, supplies, vehicles, and other related subjects. a. Bill of Materials File. Pick list, materials, and shipping information.
Disposition:	Cut off file at the end of each fiscal year. Destroy 3 years after cut off date.
DispAuthNo:	N1-059-94-43, item 49a Date Edited: 10/26/2007
A-11-003-53b(1)	Security Equipment and Maintenance (SEMP) - Program Files - Arrange by TAGS and Terms Blanket Purchase Agreements Files
Description:	Documentation on security equipment covering maintenance, procurement, product integrity, protective equipment, shipments, special equipment, storage, supplies, vehicles, and other related subjects. b. Blanket Purchase Agreements Files (1) Data. Copies of invoices, memorandums, order registers on BPA's covering accounting data, fiscal data, and funding information.
Disposition:	Cut off file at the end of each fiscal year. Destroy 3 years after cut off date.
DispAuthNo:	N1-059-94-43, item 49b(1) Date Edited: 10/26/2007
A-11-003-53b(2)	Security Equipment and Maintenance (SEMP) - Program Files - Arrange by TAGS and Terms
Description:	Documentation on security equipment covering maintenance, procurement, product integrity, protective equipment, shipments, special equipment, storage, supplies, vehicles, and other related subjects. b. Blanket Purchase Agreements Files (2) Transactions. Transmittal sheets on BPA's covering accounts receivable, copies of open and closed purchase orders, parts, requisitions, salvage reports, and vendor information.
Disposition:	Cut off file at the end of each fiscal year. Destroy 3 years after completion of contract.
DispAuthNo:	N1-059-94-43, item 49b(2) Date Edited: 10/26/2007

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A-11-003-53c	Security Equipment and Maintenance (SEMP) - Program Files
Description:	Documentation on security equipment covering maintenance, procurement, product integrity, protective equipment, shipments, special equipment, storage, supplies, vehicles, and other related subjects. c. Copies of Award/Contract (SF-26).
Disposition:	Destroy 3 years after completion of contract.
DispAuthNo:	N1-059-94-43, item 49c Date Edited: 10/26/2007
A-11-003-53d	Security Equipment and Maintenance (SEMP) - Program Files - Arrange by TAGS and Terms
Description:	Documentation on security equipment covering maintenance, procurement, product integrity, protective equipment, shipments, special equipment, storage, supplies, vehicles, and other related subjects. d. Memorandums, telegrams, and other documentation on inventories covering security equipment.
Disposition:	Destroy when updated.
DispAuthNo:	N1-059-94-43, item 49d Date Edited: 10/26/2007
A-11-003-53e(1)	Security Equipment and Maintenance (SEMP) - Program Files - Arrange by TAGS and Terms
Description:	Documentation on security equipment covering maintenance, procurement, product integrity, protective equipment, shipments, special equipment, storage, supplies, vehicles, and other related subjects. e. Logistics Program File. Memorandums, messages, telegrams on logistics covering building management, copies of contracts, receiving, supplies, technical equipment, warehouses, and other related subject. (1) Copies of contracts.
Disposition:	Destroy 1 year after termination of contract.
DispAuthNo:	N1-059-94-43, item 49e(1) Date Edited: 10/26/2007

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A-11-003-53e(2)	Security Equipment and Maintenance (SEMP) - Program Files - Arrange by TAGS and Terms
Description:	Documentation on security equipment covering maintenance, procurement, product integrity, protective equipment, shipments, special equipment, storage, supplies, vehicles, and other related subjects. e. Logistics Program File. Memorandums, messages, telegrams on logistics covering building management, copies of contracts, receiving, supplies, technical equipment, warehouses, and other related subject. (2) All other material.
Disposition:	Cut off file at the end of each fiscal year. Destroy 3 years after cut off date.
DispAuthNo:	N1-059-94-43, item 49e(2) Date Edited: 10/26/2007
A-11-003-53f	Security Equipment and Maintenance (SEMP) - Program Files
Description:	Documentation on security equipment covering maintenance, procurement, product integrity, protective equipment, shipments, special equipment, storage, supplies, vehicles, and other related subjects. f. Post File. Status reports and telegrams on services provided to posts by contractors covering equipment, post trip itineraries, shipping, and other related subjects.
Disposition:	Destroy 1 year after termination of contract.
DispAuthNo:	N1-059-94-43, item 49f Date Edited: 10/26/2007
A-11-003-53g	Security Equipment and Maintenance (SEMP) - Program Files - Arrange by TAGS and Terms
Description:	Documentation on security equipment covering maintenance, procurement, product integrity, protective equipment, shipments, special equipment, storage, supplies, vehicles, and other related subjects. g. Receiving file. Order-Supplies or Services (DS-1089), and Receiving and Inspection Report (OF-127) covering inventory check lists, local operating funds, packing lists, truck tickets, and other related subjects.
Disposition:	Cut off file at end of fiscal year. Destroy 3 years after cut off date.
DispAuthNo:	N1-059-94-43, item 49g Date Edited: 10/26/2007

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A-11-003-53h	Security Equipment and Maintenance (SEMP) - Program Files - Arrange by TAGS and Terms
Description:	Documentation on security equipment covering maintenance, procurement, product integrity, protective equipment, shipments, special equipment, storage, supplies, vehicles, and other related subjects. h. Purchase Orders and Requisitions File. Order-Supplies or Services (DS-1089), and support request forms purchases.
Disposition:	Cut off file at end of fiscal year. Destroy 3 years after cut off date.
DispAuthNo:	N1-059-94-43, item 49h Date Edited: 10/26/2007
A-11-003-53i(1)	Security Equipment and Maintenance (SEMP) - Program Files - Arrange by TAGS and Terms
Description:	Documentation on security equipment covering maintenance, procurement, product integrity, protective equipment, shipments, special equipment, storage, supplies, vehicles, and other related subjects. i. Shipping File. (1) Government Bills of Lading, memorandums, telegrams, and Diplomatic Pouch Mail Registration (OF-120) on shipping. Covering funding and funding sites.
Disposition:	Cut off file at end of fiscal year. Destroy 5 years after cut off date.
DispAuthNo:	N1-059-94-43, item 49i(1) Date Edited: 10/26/2007
A-11-003-53i(2)	Security Equipment and Maintenance (SEMP) - Program Files - Arrange by post
Description:	Documentation on security equipment covering maintenance, procurement, product integrity, protective equipment, shipments, special equipment, storage, supplies, vehicles, and other related subjects. i. Shipping File. (2) Telegrams on equipment shipments
Disposition:	Destroy when 1 year old.
DispAuthNo:	N1-059-94-43, item 49i(2) Date Edited: 10/26/2007

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A-11-003-53j	Security Equipment and Maintenance (SEMP) - Program Files - Arrange by post
Description:	Documentation on security equipment covering maintenance, procurement, product integrity, protective equipment, shipments, special equipment, storage, supplies, vehicles, and other related subjects. j. Technical Surveillance Countermeasures Equipment File. Memorandums, and telegrams on technical surveillance countermeasures covering equipment, inquiries, Diplomatic Pouch Mail Registration (OF-120), requests, shipping messages, and other related subjects.
Disposition:	Cut off file at the end of every 3 fiscal years. Destroy 3 years after cut off date.
DispAuthNo:	N1-059-94-43, item 49j Date Edited: 10/26/2007
A-11-003-53k	Security Equipment and Maintenance (SEMP) - Program Files - Arrange by post
Description:	Documentation on security equipment covering maintenance, procurement, product integrity, protective equipment, shipments, special equipment, storage, supplies, vehicles, and other related subjects. k. Technical Trips Reports File. Correspondence, diagrams, memorandums, telegrams, and trip reports (in process and final) covering posts, technical equipment information, visa requirements, and other related subjects.
Disposition:	Destroy when 1 year old.
DispAuthNo:	N1-059-94-43, item 49k Date Edited: 10/26/2007
A-11-003-61	File Cabinet or Vault Security Forms
Description:	Forms: Security Container Information (SF-700) and Security Container Checksheet (SF-702) used to record access to unclassified sensitive, administratively controlled, or classified information, and valuable equipment and property in file cabinets, file safes, or other security containers, and vaults, controlled access areas, and facilities.
Disposition:	Destroy 1 year after last date entered on sheet.
DispAuthNo:	NC-059-75-2, item 3 Date Edited: 10/26/2007
A-11-003-70	Building Drawings File - Arrange by post
Description:	Drawings at different phases of design (conceptual, 30%, 60%, 90%, and final) on existing or new office buildings covering electrical, mechanical, and physical plans.
Disposition:	Destroy 5 years after completion of project.
DispAuthNo:	N1-059-94-43, item 52 Date Edited: 10/26/2007

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A-11-003-71	Turnkey Program - Survey Reports and Specification
Description:	Proposals, reports, and other documentation, exclusive of architectural drawings, related to TURNKEY projects.
Disposition:	Permanent. Transfer to WNRC when one year old. Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-059-90-25, item 1
	Date Edited: 10/26/2007
A-11-003-71a	Turnkey Program - Architectural Drawings
Description:	Drawings related to security upgrades for overseas posts identifying electrical, plumbing, structural, and other improvements of U.S. occupied buildings overseas. Upon completion of a project, all drawings and pertinent documentation covered by item 1 will be microfilmed (aperture cards and microfiche).
Disposition:	See sub sections 71a(1) through 71a(3) for specific dispositions.
DispAuthNo:	N1-059-90-25, item 2
	Date Edited: 10/26/2007
A-11-003-71a(1)	Turnkey Program - Architectural Drawings
Description:	a. Original architectural drawings.
Disposition:	Destroy upon verification of microfilm.
DispAuthNo:	N1-059-90-25, item 2a
	Date Edited: 10/26/2007
A-11-003-71a(2)	Turnkey Program - Architectural Drawing
Description:	b. Master set of microfilm.
Disposition:	Retain in DS. Retire to RSC 10 years after completion of Turnkey Program. Destroy when 20 years old.
DispAuthNo:	N1-059-90-25, item 2b
	Date Edited: 10/26/2007
A-11-003-71a(3)	Turnkey Program - Architectural Drawing
Description:	c. Duplicate set of microfilm.
Disposition:	Destroy when 10 years old.
DispAuthNo:	N1-059-90-25, item 2c
	Date Edited: 10/26/2007

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A-11-003-72	Construction Evaluation and Review File - Arrange by post or geographic area
Description:	Small construction drawings, telegrams, requests for review, comments, post specific information, and other material.
Disposition:	Cut off file after update. Destroy when no longer needed.
DispAuthNo:	N1-059-94-43, item 55
	Date Edited: 10/26/2007
A-11-003-74a	Penetration Post - Program Files
Description:	Correspondence, reports, and other documentation on post penetration activities covering photographs, original building plans, copies of U.S. Intelligence Board/Technical Security Coordination Group (USIB/TSCG) reports, Technical Security Survey Reports, and other related subjects. a. Active Cases.
Disposition:	Review annually. Transfer to inactive file 3 years after determination case no longer has security interest.
DispAuthNo:	N1-059-94-43, item 29a
	Date Edited: 10/26/2007
A-11-003-74b	Penetration Post - Program Files
Description:	Correspondence, reports, and other documentation on post penetration activities covering photographs, original building plans, copies of U.S. Intelligence Board/Technical Security Coordination Group (USIB/TSCG) reports, Technical Security Survey Reports, and other related subjects. b. Inactive Cases.
Disposition:	Permanent. Retire to RSC 10 years after cut off date for transfer to WNRC. Transfer to the National Archives 30 years after cut off date.
DispAuthNo:	N1-059-94-43, item 29b
	Date Edited: 10/26/2007
A-11-003-75	Post Security Drawings - Arrange by post
Description:	Conceptual drawings on building security covering different building stages.
Disposition:	Destroy when updated or obsolete.
DispAuthNo:	N1-059-94-43, item 28
	Date Edited: 10/26/2007

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A-11-003-77	Post Residential Security Program File - Arrange by TAGS and Terms
Description:	Maps, memorandums, photographs, surveys, and telegrams on residential security covering alarms, crime information, direct hire employees, funding, grills, guidance, lighting, locks, monthly status reports, personal residences, physical security, travel, trip reports, and related subjects.
Disposition:	Cut off file at end of every 3 calendar years. Destroy 1 year after cut off date.
DispAuthNo:	N1-059-94-43, item 46
	Date Edited: 10/26/2007
A-11-003-78	U.S. Marine Corps Security Guards - Program History File - Arrange by subject
Description:	a. Agreements, correspondence with the Commandant U.S. Marine Corps, memorandums, memorandums of agreement, memorandums of understanding, and telegrams on the assignment of U.S. Marines at Foreign Service posts around the world covering detachments, graduation programs, guard program, guards, guidelines, personnel, policies, requests for assistance, schools, security, and other related subjects.
Disposition:	Permanent. Cut off file at end of every 5 calendar years. Retire to RSC 5 years after cut off date for transfer to WNRC. Transfer to National Archives 15 years after cut off date. (ref. NN-172-188, item 30)
DispAuthNo:	N1-059-94-43, item 43
	Date Edited: 10/26/2007
A-11-003-78a	U.S. Marine Corps Security Guards - Administrative File - Arrange by TAGS and Terms
Description:	b. Administrative and operational correspondence on the assignment of U.S. Marines at Foreign Service posts covering: advice of allotment, allowances, assignments, clothing, copies of orders, drop reports, funding, inspection reports, payments, reassignments, temporary duty assignments (TDY), vehicles, and other related subjects.
Disposition:	Cut off file at end of each calendar year. Retire to RSC 5 years after cut off date for transfer to WNRC. Destroy 10 years after cut off date.
DispAuthNo:	N1-059-94-43, item 44
	Date Edited: 10/26/2007
A-11-003-78b	U.S. Marine Corps Security Guards - Case File
Description:	c. Record of Marine Security Guard (DST-939) on U.S. Marines assignments at posts covering security clearances, assignment information, and other related subjects.
Disposition:	Destroy 30 years after the end of first assignment. (ref. NN-172-188, item 33 and NC-059-75-2, item 2)
DispAuthNo:	N1-059-94-43, item 45
	Date Edited: 10/26/2007

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A-11-003-80	OIG Inspection/Audit File - Arrange by geographic area
Description:	Copies of OIG (Office of Inspector General) inspection, security oversight, and audit reports; documents relating to tasking actions involving OIG report recommendations; and reports of coordinating actions and responses to OIG recommendations.
Disposition:	Cut off file at the end of each calendar year. Destroy when 2 years old after action is closed by the OIG or when no longer needed whichever is sooner.
DispAuthNo:	N1-059-94-43, item 59 Date Edited: 10/26/2007
A-11-003-81	Program Standards and Policy Files - Arrange by subject
Description:	Records accumulated by offices responsible for security program management, including the development of security standards and policies for which they have primary responsibility, leading to the publication of foreign affairs manuals and handbooks.
Disposition:	See sub sections 81a through 81d for specific dispositions.
DispAuthNo:	N1-059-94-43, item 53 Date Edited: 10/26/2007
A-11-003-81a	Program Standards and Policy Files - Arrange by subject
Description:	a. Master Set of Standards.
Disposition:	Permanent. Retire to RSC 1 year after updated for transfer to WNRC. Transfer to NARA when 30 years old.
DispAuthNo:	N1-059-94-43, item 53a Date Edited: 10/26/2007
A-11-003-81b	Program Standards and Policy Files - Arrange by subject
Description:	b. Master Set of Policies.
Disposition:	Permanent. Retire to RSC 1 year after updated for transfer to WNRC. Transfer to NARA when 30 years old.
DispAuthNo:	N1-059-94-43, item 53b Date Edited: 10/26/2007
A-11-003-81c	Program Standards and Policy Files
Description:	c. Drafts of Standards.
Disposition:	Destroy 3 months after standards are published.
DispAuthNo:	N1-059-94-43, item 53c Date Edited: 10/26/2007

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A-11-003-81d	Program Standards and Policy Files
Description:	d. Drafts of Policies.
Disposition:	Destroy 3 months after standards are published.
DispAuthNo:	N1-059-94-43, item 53d
Date Edited:	10/26/2007
A-11-003-82	Requests for Waiver of Physical Security Standards - Arrange by post or geographically
Description:	
Disposition:	Destroy when no longer needed.
DispAuthNo:	N1-059-94-43, item 54
Date Edited:	10/26/2007
A-11-003-83	Systems Development and Evaluation Laboratory - Program File
Description:	Background material, reports, and other documentation on security requirements covering developments, evaluations, existing systems, interagency research, market research, new equipment, new systems, requirement developments, systems, and other related subjects.
Disposition:	See sub sections 83a through 83d for specific dispositions
DispAuthNo:	N1-059-94-43, item 65
Date Edited:	10/26/2007
A-11-003-83a	Systems Development and Evaluation Laboratory - Program File
Description:	a. Current Equipment - Research File. Research on existing equipment and systems in use.
Disposition:	Maintain until updated or the equipment is no longer used by the Department.
DispAuthNo:	N1-059-94-43, item 65a
Date Edited:	10/26/2007
A-11-003-83b	Systems Development and Evaluation Laboratory - Program File
Description:	b. Proposed Equipment - Research File. Research on proposed equipment for future use.
Disposition:	Destroy 5 years after the equipment is determined to be of no further use to the Department.
DispAuthNo:	N1-059-94-43, item 65b
Date Edited:	10/26/2007

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A-11-003-83c	Systems Development and Evaluation Laboratory - Program File
Description:	c. Obsolete Equipment - Research File. Completed research on equipment no longer in use. (1) Research material of continued interest to the Department.
Disposition:	Maintain until the Department has no further interest.
DispAuthNo:	N1-059-94-43, item 65c(1) Date Edited: 10/26/2007

A-11-003-83d	Systems Development and Evaluation Laboratory - Program File
Description:	c. Obsolete Equipment - Research File. Completed research on equipment no longer in use. (2) Research material no longer of interest to the Department.
Disposition:	Destroy 5 years after determined to be of no further interest to the Department.
DispAuthNo:	N1-059-94-43, item 65c(2) Date Edited: 10/26/2007

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Diplomatic Security and Services

A-11-004-01a DS Electronic Tracking (DSET)

Description: Master File:

Diplomatic Security Employee Tracker (DSET) is an application that provides DS with a single location to enter and search employee work schedules and related data (e.g., protective details, temporary duty [TDY] assignments, etc.) and produce staffing reports. DS-ET provides timely data to the Command Center (CC), Domestic Offices (DO), and International Programs (IP) offices, making it easier to adjust personnel resource plans and staff special assignments.

Disposition: Temporary. Destroy/delete master file data 5 years after special assignment ends.

DispAuthNo: N1-059-09-17, item 1a

Date Edited: 8/27/2009

A-11-004-01b DS Electronic Tracking (DSET)

Description: Input/Source Records

Hard copy (non-electronic) documents used to create, update, or modify electronic records when the electronic records are retained to meet recordkeeping requirements and are covered by a NARA-approved schedule. Included are such records as hard copy forms used for data input as well as hard copy documents that are scanned into an electronic recordkeeping system.

Disposition: Temporary: Destroy after the information has been converted to an electronic medium and verified, when no longer needed for legal or audit purposes, or to support the reconstruction of, or serve as the backup to, the electronic records.

DispAuthNo: GRS 20, item 2a(4)

Date Edited: 8/27/2009

A-11-004-01c DS Electronic Tracking (DSET)

Description: Input/Source Records.

Electronic records entered into the system during an update process, and not required for audit and legal purposes and electronic records received from other agencies.

Disposition: Temporary. Delete when data have been entered into the master file or database and verified, or when no longer required to support reconstruction of, serve as backup to, a master file or database, whichever is later.

DispAuthNo: GRS 20, item 2b and 2c

Date Edited: 8/31/2009

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A-11-004-01d DS Electronic Tracking (DSET)

Description: Outputs.

Electronic files consisting solely of records extracted from a single master file or data base that is disposable under GRS 20 or approved for deletion by a NARA-approved disposition schedule, EXCLUDING extracts that are:

- Produced as disclosure-free files allow public access to the data; or
- Produced by an extraction process which changes the informational content of the source master file or data base; which may not be destroyed before securing NARA approval.

Disposition: Temporary. Delete when the agency determines that they are no longer needed for administrative, legal, audit or other operational purposes.

DispAuthNo: GRS 20, item 5

Date Edited: 8/27/2009

A-11-004-01e DS Electronic Tracking (DSET)

Description: Outputs.

Printouts derived from electronic records created on an ad hoc basis for reference purposes or to meet day-to-day business needs.

Disposition: Temporary. Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes, provided the printouts do not contain substantive information, such as substantive annotations, that is not included in the electronic records. (Printouts that contain substantive information should be disposed of in accordance with the NARA-approved schedule that covers the series in which they are filed.

DispAuthNo: GRS 20, item 16

Date Edited: 8/27/2009

A-11-004-01f DS Electronic Tracking (DSET)

Description: Systems Backups:

System Backups and Tape Library Records. Backup tapes maintained for potential system restoration in the event of a system failure or other unintentional loss of data.

Disposition: Temporary. Delete/destroy incremental backup tapes when second and subsequent backup is verified as successful or when no longer needed for system restoration, whichever is later.

DispAuthNo: GRS 24, item 4a(1)

Date Edited: 8/27/2009

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A-11-004-01g	DS Electronic Tracking (DSET)
Description:	System Documentation. Includes systems requirements, system design, and user guides.
Disposition:	Temporary. Delete/destroy when superseded or obsolete, or upon authorized deletion of the related master file or data base, or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is latest.
DispAuthNo:	GRS 20, item 11a(1) Date Edited: 8/27/2009
A-11-004-13	Special Investigations - Case File
Description:	Documentation on special investigations covering criminal, misconduct, security, and other related subjects.
Disposition:	Transfer to Personnel Security Case File after case is closed. NOTE: Do not destroy effective 10/8/09. New records disposition authority pending.
DispAuthNo:	N1-059-94-43, item 74 Date Edited: 10/26/2007
A-11-004-14	Suitability Investigation Case File - Arrange file by case
Description:	Reports and other documentation on investigations covering DOS applicants and employees.
Disposition:	Destroy 2 years after case is closed. NOTE: Do not destroy effective 10/8/09. New records disposition authority pending.
DispAuthNo:	N1-059-94-43, item 70 Date Edited: 10/26/2007
A-11-004-16	Visit File - Arrange by case
Description:	Reports and site surveys on visiting domestic and foreign dignitaries covering their arrival, protection, and other related subjects.
Disposition:	Destroy 2 years after case is closed.
DispAuthNo:	N1-059-94-43, item 73 Date Edited: 10/26/2007

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A-11-004-20	Security Legal Services - Program File - Arrange by subject
Description:	Correspondence, memorandums, telegrams and other documentation on legal issues covering security programs and projects.
Disposition:	Permanent. Cut off file when program or project is terminated. Retire to RSC 5 year after cut off date for transfer to WNRC. Transfer to the National Archives 30 years after cut off date.
DispAuthNo:	N1-059-94-43, item 67
	Date Edited: 10/26/2007
A-11-004-21	Litigation Cases - Reference File
Description:	Copies of pending litigation documents and other legal documentation on security matters.
Disposition:	Cut off file when case is closed. Destroy 3 months after case is closed or when no longer needed.
DispAuthNo:	Non-Record
	Date Edited: 4/1/1999
A-11-004-30	Contractor Security - Case File - Arrange by case
Description:	Documentation on contractor investigations covering clearances, security, and other related subjects.
Disposition:	Cut off at the end of year in which security clearance expired. Destroy 5 years after the expiration of security clearance.
DispAuthNo:	N1-059-94-43, item 80
	Date Edited: 10/26/2007
A-11-004-31	Department of State Personnel Security Case File -
Description:	a. Program Policy and General Subject Files - Records relating to program management, policy making, and overall supervision of the personnel security function in the Department of State as well as specific security issues and matters
Disposition:	Permanent. Cut off when no longer needed for current business. Retire to RSC when 3 years old for transfer to WNRC. Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-059-94-43, item 81a
	Date Edited: 10/26/2007
A-11-004-31a	Department of State Personnel Security Case File
Description:	b. Applicant Files. (1) Successful. File material under Employee Files.
Disposition:	Destroy when 5 years old.
DispAuthNo:	N1-059-94-43, item 81b(1)
	Date Edited: 10/26/2007

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A-11-004-31b	Department of State Personnel Security Case File
Description:	b. Applicant Files. (2) Unsuccessful.
Disposition:	Destroy when 5 years old.
DispAuthNo:	N1-059-94-43, item 81b(2) Date Edited: 10/26/2007
A-11-004-31c	Department of State Personnel Security Case File
Description:	c. Employee Files. (1) Top Echelon Files.
Disposition:	Permanent. Retire to RSC 5 years after separation or closure of file for transfer to WNRC. Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-059-94-43, item 81c(1) Date Edited: 10/26/2007
A-11-004-31d	Department of State Personnel Security Case File
Description:	c. Employee Files. (2) Historical Files. Cases that reflect distinctive Department activities, attract media or Congressional interest, or are otherwise historically significant.
Disposition:	Designate as permanent at time the case takes on significance. Retire to RSC 5 years after separation or closure of file for transfer to WNRC. Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-059-94-43, item 81c(2) Date Edited: 10/26/2007
A-11-004-31e	Department of State Personnel Security Case File
Description:	c. Employee Files. (3) All other case files.
Disposition:	Retire to RSC 5 years after separation for transfer to WNRC. Destroy 20 years after separation.
DispAuthNo:	N1-059-94-43, item 81c(3) Date Edited: 10/26/2007

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A-11-004-31f	Department of State Personnel Security Case File
Description:	d. Microfilm. Microfiche or microfilm of case files.
Disposition:	Retire to RSC 5 years after date of most recent separation for transfer to WNRC. Destroy 20 years after the date of the most recent separation.
DispAuthNo:	N1-059-94-43, item 81d
Date Edited:	10/26/2007
A-11-004-40	Monthly Activity Reports File - Arrange by post
Description:	Monthly Activity Reports on security received each month from posts covering current events, incidents, investigative statistics, projects, threats, and other related subjects.
Disposition:	Cut off file at end of each calendar year. Destroy 1 year after cut off date. (ref. NN-172-188, item 24)
DispAuthNo:	N1-059-94-43, item 83
Date Edited:	10/26/2007
A-11-004-41	Post Security - Program File
Description:	Correspondence, memorandums, reports, and telegrams on posts security activities covering ambassador briefings, anti-terrorist assistance, buildings and grounds, crimes, crisis management, emergency action committees, local guards, management inspections, post profile reports, protection, RSO travel, security committees and groups, surveys, technical security, terrorism, threats, U.S. Marines, and other related subjects.
Disposition:	Destroy when no longer needed.
DispAuthNo:	N1-059-94-43, item 85
Date Edited:	10/26/2007
A-11-004-42	Security Survey Reports File
Description:	Physical Security Surveys, supplementals, exhibits, and supporting documentation on physical security covering U.S. Government owned facilities abroad.
Disposition:	Destroy when superseded by new report.
DispAuthNo:	NC1-059-80-3
Date Edited:	10/26/2007
A-11-004-50	City Closing Report - Program File - Arrange file by city
Description:	Advance reports, place survey reports, maps, and correspondence on physical and security problems covering airports, hotels, public places, and other related subjects
Disposition:	Destroy when report has been updated.
DispAuthNo:	N1-059-94-43, item 91
Date Edited:	10/26/2007

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A-11-004-51	Foreign Dignitaries and U.S. Officials Protective Detail - Case File
Description:	Correspondence, memorandums, telegrams, and other documentation on protective security details provided to visiting dignitaries and U.S. Government officials (other than the Secretary of State) covering agent time sheets, biographic information, bulletins, command post logs, expenditures, maps, schedules, summary sheets, and other related subjects.
Disposition:	Destroy when 2 years old.
DispAuthNo:	NC1-059-78-11, item 3
Date Edited:	10/26/2007
A-11-004-52	Protective Liaison Country - Program File - Arrange by TAGS and Terms
Description:	Diplomatic notes, copies of faxes, memorandums, activity reports, telegrams, and other documentation on diplomatic protection liaison assistance and support with national and international law enforcement agencies covering airports, consulate security surveys, demonstrations, details, diplomatic immunity, escorts, International Association of Chiefs of Police (IACP), investigations, traveling foreign officials and U.S. dignitaries, foreign mission property, requests for protective security, terrorist information, threats, and other related subjects.
Disposition:	Cut off file at end of each calendar year. Destroy 1 year after cut off date.
DispAuthNo:	N1-059-94-43, item 89
Date Edited:	10/26/2007
A-11-004-53	Protective Liaison Reimbursement - Program File - Arrange by TAGS and Terms
Description:	Bills, correspondence, invoices, memorandums, and other documentation on reimbursements for protective security of foreign diplomats and missions covering budgets, cellular telephones, contracts, cooperative and interagency agreements, equipment inventories, foreign mission property throughout the U.S., security coverage, tasking orders, and other related subjects.
Disposition:	Cut off file at end of each calendar year. Destroy 7 years after cut off date.
DispAuthNo:	N1-059-94-43, item 90
Date Edited:	10/26/2007
A-11-004-56	Financial Printouts Reports
Description:	Printout: Monthly Transaction Status Reports, Unaccepted Documents and Accepted/Rejected Documents, and other reports on financial activities covering status, transactions, and other related subjects. a. Updated Copies.
Disposition:	Destroy when update has been printed.
DispAuthNo:	N1-059-94-43, item 92a
Date Edited:	10/26/2007

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A-11-004-56a	Financial Printouts Reports
Description:	Printout: Monthly Transaction Status Reports, Unaccepted Documents and Accepted/Rejected Documents, and other reports on financial activities covering status, transactions, and other related subjects. b. Final Copies - 1311 Report, and other reports.
Disposition:	Cut off file at end of fiscal year. Destroy 5 years after cut off date.
DispAuthNo:	N1-059-94-43, item 92b Date Edited: 10/26/2007
A-11-004-62a	Overseas Security Policy Group File (OSPG) - Arrange by TAGS and Terms
Description:	Correspondence, memorandums, and other documentation on interagency overseas security policies covering agendas, assistance, committees, interagency cooperation, issues, liaison, membership, minutes (drafts and finals), policies, security, standards handbook, talking points, working groups, and other related subjects. a. Records documenting the accomplishments of OSPG maintained by Department as OSPG chair. Records relating to: establishment, organization, membership, and policy of OSPG; and records created by OSPG: agenda, minutes, final reports, and related records documenting the accomplishments of OSPG maintained by Department as OSPG chair.
Disposition:	Permanent. Cut off file at end of each calendar year. Retire to RSC 3 years after cut off date for transfer to WNRC. Transfer to National Archives 30 years after cut off date.
DispAuthNo:	N1-059-94-43, item 93a Date Edited: 10/26/2007
A-11-004-62b	Overseas Security Policy Group File (OSPG)
Description:	Correspondence, memorandums, and other documentation on interagency overseas security policies covering agendas, assistance, committees, interagency cooperation, issues, liaison, membership, minutes (drafts and finals), policies, security, standards handbook, talking points, working groups, and other related subjects. b. All other OSPG records.
Disposition:	Destroy 3 years after cut off date or when no longer needed for reference, whichever is sooner.
DispAuthNo:	N1-059-94-43, item 93b Date Edited: 10/26/2007

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Assistant Director for Training

A-11-007-01 Reference Files

Description: Copies of printed reports, special studies, internal instructions, information materials, legislative publications and other documents used solely for reference purposes. (Official copy retained in subordinate office(s)).

Disposition: Destroy material when no longer needed for reference.

DispAuthNo: Non-Record

Date Edited: 12/1/2006

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Office of Antiterrorism Assistance

A-11-008-01 Daily and Weekly Activity Reports

Description: a. Recordkeeping copies. File contains summaries of the weekly activities of PM/CPP. Arrange annually or other specific time period.

Disposition: TEMPORARY: Cutoff at end of calendar year. Hold in current file area and destroy when 3 (three) years old.

DispAuthNo: N1-059-07-4, item 1 **Date Edited:** 1/29/2008

A-11-008-01a Daily and Weekly Activity Reports

Description: b. Electronic copies produced on electronic mail and word processing systems.

Disposition: TEMPORARY: Delete from the email system after copying to a recordkeeping system. Delete from the word processing system when no longer needed for update or revision.

DispAuthNo: GRS 20, item 13 and 14 **Date Edited:** 1/29/2008

A-11-008-02 Country Assessment Report File

Description: Files contain assessment reports, regardless of media, documenting the threat analysis (capability of a foreign country to ward off threat and the level of the threat). File also contains pre-assessment country survey, country assessment report (narrative and quantitative) and threat exploitation matrix.

a. Record copy of Country Assessment Reports (hard copy).

Disposition: PERMANENT: Cut off annually. Retire to records center 10 (ten) years after cut off. Transfer to the National Archives when 25 (twenty five) years old.

DispAuthNo: N1-059-07-4, item 2a **Date Edited:** 1/29/2008

A-11-008-02a Country Assessment Report File

Description: Files contain assessment reports, regardless of media, documenting the threat analysis (capability of a foreign country to ward off threat and the level of the threat). File also contains pre-assessment country survey, country assessment report (narrative and quantitative) and threat exploitation matrix.

b. All other copies and supporting material (electronic or paper).

Disposition: TEMPORARY: Destroy when no longer needed.

DispAuthNo: N1-059-07-4, item 2b **Date Edited:** 1/29/2008

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A-11-008-03	Weapons Control File
Description:	Files created in the procurement of weapons (guns and ammunition) to support overseas training courses. Records used to compile master file to track weapons procured and turned over to foreign countries after course completion. Files include DSP-83 Form (Non-Transfer and Use Certificate), which is used to approve the transfer of weapons and technology. Files maintained according to country receiving weapons and by weapon serial number. Files span 2002 to present.
Disposition:	TEMPORARY: Cut off file at the end of the calendar year. Maintain in the office for 3 (three) years after cutoff, and then transfer to the Records Service Center. Destroy 10 (ten) years after cut off.
DispAuthNo:	N1-059-07-4, item 3
Date Edited:	1/29/2008
A-11-008-04	Weapons Log
Description:	This log is used to maintain the control and accountability of shoulder weapons and spare handguns assigned to an office.
Disposition:	TEMPORARY: Cut off file at the end of the calendar year. Maintain in the office for 3 (three) years after cutoff, and then transfer to the Records Service Center. Destroy 10 (ten) years after cut off.
DispAuthNo:	N1-059-07-4, item 4
Date Edited:	1/29/2008
A-11-008-05	Ammunition Inventory Records
Description:	The Ammunition Inventory Record accounts for all ammunition received and removed from stock, the date, and the reason for expenditure.
Disposition:	TEMPORARY: Cut off at the end of the calendar year. Maintain in the office for 3 (three) years after cut off, and then transfer to the Records Service Center. Destroy 10 (ten) years after cut off.
DispAuthNo:	N1-059-07-4, item 5
Date Edited:	1/29/2008
A-11-008-06	Passport and Visa File
Description:	Files contain correspondence required in the process of applying for diplomatic and official passports and visas for staff personnel and contractors who perform tasks outside the U.S. Files include actual passports returned upon completion of task. Files arranged alphabetically by individual's name. Files span 2003 to present.
Disposition:	TEMPORARY: Forward returned passport books to DOS Passport Office when no longer required. Destroy passport or visa correspondence files when 5 (five) years old or upon separation of the bearer, whichever is sooner.
DispAuthNo:	N1-059-07-4, item 6
Date Edited:	1/29/2008

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A-11-008-07 Interagency Agreement File

Description: Files contain copies of Interagency Agreements (MOAs) with other U.S. Government and military agencies to provide training support requiring specific expertise. Files include cables, memoranda, and procurement contracts created in support of the MOAs. Files span 1993 to present. DS Contracts and Procurement (CAP) maintains the official file for MOAs.

Disposition: TEMPORARY: Destroy upon termination of MOA or when no longer needed.

DispAuthNo: N1-059-07-4, item 7

Date Edited: 1/29/2008

A-11-008-08 Counter-Terrorism Program Management Information System (CTPMIS)

Description: CTPMIS tracks all ATA financial transactions and scheduling processes, and provides the ability to accurately store financial data for events and operations; easily retrieve information about students and courses provided per location and country; retrieve real-time spending financial data per event and country; training schedules, purchase orders, contract files, students/alumni, travel, medical invoices; and store records of future events.

Inputs: Include financial data such as task orders, interagency agreements, fiscal cables, invoices, course schedules, and Notice of Change Forms.

Outputs: Include reports such as Obligations Summary Report, Obligations Cost Detail, Vendor Detail, Annual Plan for Appropriations, Chronological Program Activities, and Event Summaries that are used to track expenditures. Data is drawn from this system to prepare the Monthly Variance Report and Annual Reports to Congress.

Data spans 1987 to present. DS Chief Technology Officer (CTO) manages this system.

Disposition: TEMPORARY: Destroy when data is 6 (six) years 3 (three) months old or when no longer needed, whichever is longer.

DispAuthNo: N1-059-07-4, item 8

Date Edited: 1/29/2008

A-11-008-09 Student Pre and Post Knowledge and Skills Surveys

Description: Files created, regardless of media, contain baseline on student's knowledge of subject prior to receiving course and student's level of knowledge after taking course used to measure and evaluate ATA course curriculum and instructor. Also included are student evaluations of course.

Disposition: TEMPORARY: Destroy 9 (nine) years after revision or termination of course.

DispAuthNo: N1-059-07-4, item 9

Date Edited: 1/29/2008

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A-11-008-10 Independent Evaluation of ATA Courses

Description: File contains documents, regardless of media, including evaluation reports of instructor, course materials, course content and delivery prepared by outside independent contractors.

Disposition: TEMPORARY: Destroy 9 (nine) years after revision or termination of course

DispAuthNo: N1-059-07-4, item 10

Date Edited: 1/29/2008

A-11-008-11 ATA Course Materials

Description: a. Active Courses File. Contains records, regardless of media, including plans of instruction, student evaluations, pre and post test scores, equipment lists, multi-lingual course curriculum, lesson plans, training support materials (audio-visuals), participant course book, and other handout materials, and administrative records related to course materials.

Disposition: TEMPORARY: Destroy 9 (nine) years after course has been revised or terminated.

DispAuthNo: N1-059-07-4, item 11a

Date Edited: 1/29/2008

A-11-008-11a ATA Course Materials

Description: b. Course Development Working File. Contains materials, regardless of media, including working drafts of Anti-terrorism Assistance (ATA) course descriptions, plans of instruction, lesson plans, and training materials, and correspondence, memorandums, and evaluations to ongoing development and revision.

Disposition: TEMPORARY: Transfer data to Active Courses File upon completion of development. Destroy working drafts 1 (one) year after development or revision is completed and course is approved.

(Supersedes N1-059-94-43, item 2b)

DispAuthNo: N1-059-07-4, item 11b

Date Edited: 1/29/2008

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A-11-008-12 Training Activities Support File

Description: Documents, regardless of media, related to the implementation of specific training assistance, including: offer of training, post response to offer, contracted instructor information, country clearances, logistical and financial data, relevant cables, participants rosters and itinerary, training provider task orders and contract, inventory of equipment, Form DSP-83 (Non-Transfer and Use Certificate), which is used to approve the transfer of weapons and technology, end of course/training evaluation reports, program officer evaluation reports, escort reports, and incident reports. Files arranged alphabetically by country, in chronological order on fiscal year basis. Files span from 2001 to present.

Disposition: TEMPORARY: Destroy when 5 (five) years old.

DispAuthNo: N1-059-07-4, item 12

Date Edited: 1/29/2008

A-11-008-13 Country Assistance Plan

Description: Country Plan, regardless of media, consists of ATA historical relationship, country profile, country counterterrorism strengths, ATA/country strategy, country program review, training needs assessment, and budget plan for training. Records span 2004 to present.

a. Record copy of Country Assistance Plan (hard copy).

Disposition: PERMANENT: Cut off when superseded or in 10 (ten) years, whichever is sooner. Retire to records center when 10 (ten) years old. Transfer to the National Archives when 25 (twenty-five) years old.

DispAuthNo: N1-059-07-4, item 13a

Date Edited: 1/29/2008

A-11-008-13a Country Assistance Plan

Description: Country Plan, regardless of media, consists of ATA historical relationship, country profile, country counterterrorism strengths, ATA/country strategy, country program review, training needs assessment, and budget plan for training. Records span 2004 to present.

b. All other copies and supporting material (electronic and paper).

Disposition: TEMPORARY: Destroy when no longer needed.

DispAuthNo: N1-059-07-4, item 13b

Date Edited: 1/29/2008

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A-11-008-14 Office Administrative Scheduling File

Description: Contains records, regardless of media, that monitor operation schedules for entire division and applies new curriculum to schedule. Consists of course offer cable, country acceptance cable, and list of country participants. Used to develop fiscal year training schedule for TMD.

Disposition: TEMPORARY: Block annually. Destroy when 2 (two) years old or when no longer needed, whichever is later.

DispAuthNo: N1-059-07-4, item 14

Date Edited: 1/29/2008

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Office of Training and Performance Support

A-11-009-01 Building Passes for Persons who are not Department Employees- Case File

Description: Applications for Department of State Building Pass (DSP-97), and Security Investigation Data for Nonsensitive Position (SF-85) on persons who are not Department employees covering applications, building passes, investigations, and other related subjects. (Also at A-11-003-12)

Disposition: Destroy 1 (one) year after cancellation of pass.

DispAuthNo: N1-059-94-43, item 30

Date Edited: 10/25/2007

A-11-009-02 Fire and Security Alarms File - Arrange by TAGS and Terms

Description: Correspondence, and reports on fire and security alarms covering opening and closing schedules, lists of authorized personnel, alarm reports, and other related subjects. (Also at A-11-003-15)

Disposition: Cut off file at the end of each calendar year. Destroy 3 (three) years after cut off date.

DispAuthNo: GRS 18, item 10

Date Edited: 10/20/2006

A-11-009-03a Internal Investigation - Program Files - Documentation on investigations covering access controls, fires, medical emergencies, security inspections, and other related subjects

Description: a. Entry Notices. (Also at A-11-003-18a)

Disposition: Destroy when 3 (three) months old.

DispAuthNo: N1-059-94-43, item 32a

Date Edited: 10/25/2007

A-11-009-03b Internal Investigation - Program Files - Arrange by case. Documentation on investigations covering access controls, fires, medical emergencies, security inspections, and other related subjects

Description: b. Evidence, Reports, testimony, witness statements, etc. (Also at A-11-003-18b)

Disposition: Destroy 2 (two) years after case is completed.

DispAuthNo: N1-059-94-43, item 32b

Date Edited: 10/25/2007

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A-11-009-03c	Internal Investigation - Program Files - Documentation on investigations covering access controls, fires, medical emergencies, security inspections, and other related subjects		
Description:	c. Forms Accident Report, GSA (SF-94-A), Claim for Damage, Injury or Death (SF-95), Data Bearing on Scope of Employment of Motor Vehicle Operator (OF-26), Operator Report of Motor Vehicle Accident (SF-91), Statement of Witness (SF-94). (Also at A-11-003-18c)		
Disposition:	Destroy when 3 (three) years old.		
DispAuthNo:	N1-059-94-43, item 32c	Date Edited:	10/25/2007
A-11-009-03d(1)	Internal Investigation - Program Files - Documentation on investigations covering access controls, fires, medical emergencies, security inspections, and other related subjects		
Description:	d. Logs (1) Short Term Logs, Equipment Issue Log, Key Sign Out Log, Post Duty Log, Tape Log, 24 Hour Duty Log. (Also at A-11-003-18d(1))		
Disposition:	Destroy when 3 (three) months old.		
DispAuthNo:	N1-059-94-43, item 32d(1)	Date Edited:	10/25/2007
A-11-009-03d(2)	Internal Investigation - Program Files - Documentation on investigations covering access controls, fires, medical emergencies, security inspections, and other related subjects		
Description:	d. Logs (2) Long Term Logs, Alarm Logs, Employee Logs, Visitor Logs. (Also at A-11-003-18d(2))		
Disposition:	Destroy when 2 (two) years old.		
DispAuthNo:	N1-059-94-43, item 32d(2)	Date Edited:	10/25/2007

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A-11-009-03e	Internal Investigation - Program Files - Documentation on investigations covering access controls, fires, medical emergencies, security inspections, and other related subjects		
Description:	f. Reports (2) Long Term Reports, Event Reports, Lost and Found Reports, Vehicle Activity and Inspection Reports, Vehicle Incident Reports, Vehicle Maintenance Reports, Vehicle Monthly Reports. (Also at A-11-003-18f(2))		
Disposition:	Destroy when 2 (two) years old.		
DispAuthNo:	N1-059-94-43, item 32f(2)	Date Edited:	10/25/2007
A-11-009-04	Special Events Security - Program File - Arrange by event		
Description:	Correspondence, memorandums, reports, on all aspects of physical security for special events that the Department hosts covering conferences, dignitary visits, guard orders, guests and participants lists, local police, meetings, requests for security requirements, technical security, training, U.S. Marine Corps, VIP escort requests, and other related other subjects. (Also at A-11-003-19)		
Disposition:	Destroy when 3 (three) months old.		
DispAuthNo:	N1-059-94-43, item 34	Date Edited:	10/25/2007
A-11-009-05	Countermeasures - Program File - Arrange by TAGS and Terms		
Description:	Memorandums, reports, and telegrams on technical and physical security covering accreditation, anti-terrorism, buildings, construction, contractors, countermeasures, debugging, demolition, detection equipment, electronic security, emanations, inspections, receipts, systems development, and other related subjects. (Also at A-11-003-20)		
Disposition:	Cut off at the end of each calendar year. Destroy 2 (two) years after cut off date.		
DispAuthNo:	N1-059-94-43, item 62	Date Edited:	10/25/2007
A-11-009-07	Emanations Security Post - Program File - Arrange by post		
Description:	Memorandums, reports, and telegrams on emanation security covering Automated Emanations Security Operations Program (AESOP) reports, construction, coordination, equipment, floor plans, inspections, shielding, tempest, testing, travel schedules, zones of control, and other related subjects. (Also at A-11-003-24)		
Disposition:	Destroy 4 (four) years after all requirements have been met.		
DispAuthNo:	N1-059-94-43, item 64	Date Edited:	10/25/2007

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A-11-009-08	Defensive Equipment - Program Files - Arrange by country
Description:	a. Armored Vehicles File. Telegrams and reports on defensive equipment covering cars, condition, maintenance, planning, requests for, vehicles, and other related subjects. (Also at A-11-003-50a)
Disposition:	Destroy 1 (one) year after vehicle is no longer owned by Department.
DispAuthNo:	N1-059-94-43, item 47a Date Edited: 10/25/2007
A-11-009-09a	Physical Security Laboratory- Program Files Documentation on physical security evaluations and testing covering equipment, locks, training, interagency liaison, and other related subjects- Arrange by post
Description:	Technical Data File. (Also at A-11-003-51b(2))
Disposition:	Cut off file at end of each calendar year. Destroy 3 (three) years after cut off date.
DispAuthNo:	N1-059-94-43, item 48b(2) Date Edited: 10/25/2007
A-11-009-09b	Physical Security Laboratory - Program Files - Documentation on physical security evaluations and testing covering equipment, locks, training, interagency liaison, and other related subjects - Arrange by subject
Description:	c. Training Material File. (Also at A-11-003-51c)
Disposition:	Destroy when updated or obsolete.
DispAuthNo:	N1-059-94-43, item 48c Date Edited: 10/25/2007
A-11-009-10	File Cabinet or Vault Security Forms
Description:	Forms: Security Container Information (SF-700) and Security Container Checksheet (SF-702) used to record access to unclassified sensitive, administratively controlled, or classified information, and valuable equipment and property in file cabinets, file safes, or other security containers, and vaults, controlled access areas, and facilities. (Also at A-11-003-61)
Disposition:	Destroy 1 (one) year after last date entered on sheet.
DispAuthNo:	NC-059-75-2, item 3 Date Edited: 10/25/2007

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A-11-009-11a(1)	Routine Procurement and Contract Files-Contracts, requisitions, purchase orders, leases, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment
Description:	a. Original Contracts (1) Transactions of more than \$25,000 and all construction contracts exceeding \$2,000. (Also at A-03-004-06a(1))
Disposition:	Destroy 6 (six) years and 3 (three) months after final payment.
DispAuthNo:	GRS 3, item 3a(1)(a) Date Edited: 10/26/2010
A-11-009-11a(2)	Routine Procurement and Contract Files-Contracts, requisitions, purchase orders, leases, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment
Description:	a. Original Contracts (2) Transactions of \$25,000 or less and construction contracts under \$2,000. (Also at A-03-004-06a(2))
Disposition:	Destroy 3 (three) years after final payment.
DispAuthNo:	GRS 3, item 3a(2) Date Edited: 10/20/2006
A-11-009-11b	Routine Procurement and Contract Files-Contracts, requisitions, purchase orders, leases, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment
Description:	b. Other copies. (Also at A-03-004-06b)
Disposition:	Destroy upon termination or completion.
DispAuthNo:	GRS 3, item 3c Date Edited: 10/20/2006
A-11-009-12	Transportation Files
Description:	Contain office copies of government or commercial bills of lading, commercial transportation vouchers (SF-1113A) and transportation requests (SF-169), travel authorizations and supporting documents.
Disposition:	Cut off at end of fiscal year. Destroy 6 (six) years after the period of the account.
DispAuthNo:	GRS 9, item 1c Date Edited: 10/20/2006

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A-11-009-13	Visitor Control Files
Description:	Registers or logs used to record names of outside contractors, service personnel, visitors, employees admitted to areas, and reports on automobiles and passengers.
Disposition:	a.For areas on maximum security. Destroy 5 years after final entry or 5 years after date of document, as appropriate. For other areas. Destroy 2 years after final entry or 2 years after date of document, as appropriate.
DispAuthNo:	GRS 18, item 17
Date Edited:	10/20/2006
A-11-009-14	Curriculum Development Records
Description:	Records created, regardless of media, as part of the development of a course. Records include project plans, job task analysis, task/objective/examination matrices and task/objective lists. Arranged alphabetically by course title.
Disposition:	TEMPORARY: Cut off file upon conclusion of first course review, which is conducted after 5 (five) years. Retain original course development materials for 5 (five) years after cut off and destroy (Supersedes N1-059-94-43, items 94a and 97a).
DispAuthNo:	N1-059-07-1, item 1
Date Edited:	10/25/2007
A-11-009-15	Curriculum Review Records
Description:	Records created, regardless of media, as part of the Curriculum Review. Records include meeting notes, Curriculum Review final reports/recommendations, and conference logistics. Arranged alphabetically by course title.
Disposition:	TEMPORARY: Cut off file upon conclusion of a subsequent course review, which is conducted after 5 (five) years. Retain Curriculum Review materials for 5 (five) years after cut off and destroy.
DispAuthNo:	N1-059-07-1, item 2
Date Edited:	10/25/2007
A-11-009-16	Course Execution Records
Description:	Course materials that are needed to execute each class of a course, including lesson plans, student materials, instructor/student guides, and multimedia products. Arranged alphabetically by course title and folder contents filed chronologically.
Disposition:	TEMPORARY: Cut off file when course is discontinued. Destroy 10 (ten) years after cut off (Supersedes N1-059-94-43, items 94b, 97b, and 2(a)).
DispAuthNo:	N1-059-07-1, item 3
Date Edited:	10/25/2007

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A-11-009-17 Course Evaluation Records

Description: Post-training evaluations (Level III), correspondence, and feedback provided by/to program managers related to a specific course. Arranged alphabetically by course chronologically by class date.

Disposition: TEMPORARY: Cut off file upon completion of a scheduled course review, which is after 5 (five) years. Destroy 1 (one) year after cut off.

DispAuthNo: N1-059-07-1, item 4

Date Edited: 10/25/2007

A-11-009-18 Class Records

Description: Records, regardless of media, pertaining to each convening of a course, including class syllabus, roster, student critiques (Level I), examinations (Level II), and student attendance information. Arranged alphabetically by course and chronologically by class date.

Disposition: TEMPORARY: File materials at the conclusion of each class. Cut off file upon completion of a course review, which is after 5 (five) years. Retain materials for 10 (ten) years after cut off and destroy (Supersedes N1-059-94-43, item 100).

DispAuthNo: N1-059-07-1, item 5

Date Edited: 10/25/2007

A-11-009-19 Student Training Records

Description: Records developed on individual students during the course of training, including applications, waivers, examination/practical results, records of counseling/remediation, training agreements, and qualifications/ certifications. Arranged alphabetically by student's name.

Disposition: TEMPORARY: Cut off file at termination of employment with Department. Retire 1 (one) year after cut off date. Destroy 5 (five) years after cut off date (Supersedes N1-059-94-43, item 99).

DispAuthNo: N1-059-07-1, item 6

Date Edited: 10/25/2007

A-11-009-20 Course Administrative Records

Description: Records pertaining to the funding, budget, procurement, contracting and program support of a course.

Disposition: TEMPORARY: Cut off file at the end of each calendar year. Destroy when 2 (two) years old or when no longer needed, whichever is sooner.

DispAuthNo: N1-059-07-1, item 7

Date Edited: 10/25/2007

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A-11-009-21	TPS Staff Training Records
Description:	Records pertaining to the training, qualification and evaluation of individuals assigned to the Office of Training and Performance Support (TPS) as staff instructors. Arranged alphabetically by staff member's name.
Disposition:	TEMPORARY: Destroy 5 (five) years after departure from assignment within TPS.
DispAuthNo:	N1-059-07-1, item 8
Date Edited:	10/25/2007
A-11-009-22	Training Policy and Procedures Records
Description:	Records pertaining to the development and implementation of training policy and procedures for the Office of Training and Performance Support.
Disposition:	TEMPORARY: Cut off at the end of each calendar year. Retire 5 (five) years after cut off date. Destroy when 30 (thirty) years old.
DispAuthNo:	N1-059-07-1, item 9
Date Edited:	10/25/2007
A-11-009-23	Accreditation Records
Description:	Records pertaining to the accreditation of the academy and programs of the Office of Training and Performance Support.
Disposition:	TEMPORARY: Cut off at the end of each calendar year. Retire 5 (five) years after cut off date. Destroy when 30 (thirty) years old.
DispAuthNo:	N1-059-07-1, item 10
Date Edited:	10/25/2007
A-11-009-24	External Training Records
Description:	Records on training requests from outside sources, certificates and Form SF-182 (Request, Authorization, Agreement and Certification of Training).
Disposition:	TEMPORARY: Cut off file at the end of each calendar year. Destroy when 3 (three) years old or when no longer needed whichever is sooner.
DispAuthNo:	N1-059-07-1, item 11
Date Edited:	10/25/2007
A-11-009-25	Diplomatic Security Training Center (DSTC) Duty Officer Rosters
Description:	Roster of DSTC Duty Officer Assignments.
Disposition:	TEMPORARY: Destroy when 2 (two) years old.
DispAuthNo:	GRS 18, item 13b
Date Edited:	10/25/2007

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A-11-009-26	Firearms Training Ammunition Usage Report
Description:	The Ammunition Usage Report is produced on a monthly basis. This monthly report tracks the types of ammunition utilized and assigned.
Disposition:	TEMPORARY: Cut off records at the end of the calendar year. Maintain in the office for 3 (three) years after cut off, and then transfer to records storage center. Destroy 10 (ten) years after cut off.
DispAuthNo:	N1-059-07-1, item 13
Date Edited:	10/25/2007
A-11-009-27	Weapons Re-qualification Records
Description:	This file contains the records of re-qualification by an individual in the use of firearms, shotguns, off-duty weapons, and intermediate weapons.
Disposition:	TEMPORARY: Cut off on the separation/retirement of the individual. Destroy 5 (five) years after separation/ retirement.
DispAuthNo:	N1-059-07-1, item 14
Date Edited:	10/25/2007
A-11-009-28	Ammunition Inventory Records
Description:	The Ammunition Inventory Record accounts for all ammunition received and removed from stock, the date, and the reason for expenditure.
Disposition:	TEMPORARY: Cut off at the end of the calendar year. Maintain in the office for 3 (three) years after cut off, and then transfer to records storage center. Destroy 10 (ten) years after cut off.
DispAuthNo:	N1-059-07-1, item 15
Date Edited:	10/25/2007
A-11-009-29	Weapons Log
Description:	This log is used to maintain the control and accountability of shoulder weapons and spare handguns assigned to an office.
Disposition:	TEMPORARY: Cut off file at the end of the calendar year. Maintain in the office for 3 (three) years after cutoff, and then transfer to records storage center. Destroy 10 (ten) years after cut off.
DispAuthNo:	N1-059-07-1, item 16
Date Edited:	10/25/2007
A-11-009-30	Range Score Cards
Description:	The Range Score Card is completed by a Firearms Instructor who records the qualifying scores for courses of fire. This information is recorded on the Weapons Qualification Record.
Disposition:	TEMPORARY: Cutoff at the end of the calendar year. Destroy 1 (one) year after cut off.
DispAuthNo:	N1-059-07-1, item 17
Date Edited:	10/25/2007

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A-11-009-31	Special Projects
Description:	Study or research conducted and documented, usually involves testing of firearms, ammunition, and/ or to procure any new equipment for DS.
Disposition:	TEMPORARY: Cut off at the end of the calendar year. Maintain at the office for 3 (three) years after cut off, and then transfer to records storage center. Destroy 10 (ten) years after cut off.
DispAuthNo:	N1-059-07-1, item 18
	Date Edited: 10/25/2007
A-11-009-32	Reports Files - Registrar
Description:	Annual Reports - Internal Training. Annual compilation of training data for internal training. Includes statistical summaries, management reports, charts, and related documentation.
Disposition:	TEMPORARY: See sub sections 32a and 32b for specific dispositions.
DispAuthNo:	N1-059-07-1, item 19
	Date Edited: 10/25/2007
A-11-009-32a	Reports Files - Registrar
Description:	Annual Reports - Internal Training. Annual compilation of training data for internal training. Includes statistical summaries, management reports, charts, and related documentation. (a) Recordkeeping copy (paper).
Disposition:	TEMPORARY: Destroy when 20 (twenty) years old or when superseded, whichever is later.
DispAuthNo:	N1-059-07-1, item 19a
	Date Edited: 10/25/2007
A-11-009-32b	Reports Files - Registrar
Description:	Annual Reports - Internal Training. Annual compilation of training data for internal training. Includes statistical summaries, management reports, charts, and related documentation. (b) Electronic version of records created by electronic mail and word processing applications.
Disposition:	TEMPORARY: Destroy/delete within 180 (one hundred and eighty) days after recordkeeping copy has been produced.
DispAuthNo:	N1-059-07-1, item 19b
	Date Edited: 10/25/2007

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A-11-009-33 Course Files - Registrar

Description: Internal Training. Arranged by course code and title. Includes class/ completion roster, copies of Form DS-755 (Request for Training), copies of certificates of course completion, copies of Form SF-182 (Request, Authorization, Agreement and Certification of Training) and related correspondence.

Disposition: TEMPORARY: See sub sections 33a and 33b for specific dispositions.

DispAuthNo: N1-059-07-1, item 20

Date Edited: 10/25/2007

A-11-009-33a Course Files - Registrar

Description: Internal Training. Arranged by course code and title. Includes class/ completion roster, copies of Form DS-755 (Request for Training), copies of certificates of course completion, copies of Form SF-182 (Request, Authorization, Agreement and Certification of Training) and related correspondence.

(a) Recordkeeping copy (paper).

Disposition: TEMPORARY: Retire to records storage center when 1 (one) year old. Destroy when 5 (five) years old (Supersedes N1-059-94-43, item 58).

DispAuthNo: N1-059-07-1, item 20a

Date Edited: 10/25/2007

A-11-009-33b Course Files - Registrar

Description: Internal Training. Arranged by course code and title. Includes class/ completion roster, copies of Form DS-755 (Request for Training), copies of certificates of course completion, copies of Form SF-182 (Request, Authorization, Agreement and Certification of Training) and related correspondence.

(b) Electronic version of records created by electronic mail and word processing applications.

Disposition: TEMPORARY: Destroy/delete within 180 (one hundred and eighty) days after recordkeeping copy has been produced.

DispAuthNo: N1-059-07-1, item 20b

Date Edited: 10/25/2007

A-11-009-34 Requests for Training (Forms DS-755 and Form SF-182)

Description: Copies of Form DS-755 (Request for Training) and copies of Form SF-182 (Request, Authorization, Agreement and Certification of Training) for training offered at the National Foreign Affairs Institute (NFATC).

Disposition: TEMPORARY: See sub sections 34a and 34b for specific dispositions.

DispAuthNo: GRS 23, item 1

Date Edited: 10/25/2007

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A-11-009-34a	Requests for Training (Forms DS-755 and Form SF-182)
Description:	Copies of Form DS-755 (Request for Training) and copies of Form SF-182 (Request, Authorization, Agreement and Certification of Training) for training offered at the National Foreign Affairs Institute (NFATC). (a) Recordkeeping copy (paper).
Disposition:	TEMPORARY: Destroy when 2 (two) years old.
DispAuthNo:	GRS 23, item 1 Date Edited: 10/26/2007
A-11-009-34b	Requests for Training (Forms DS-755 and Form SF-182)
Description:	Copies of Form DS-755 (Request for Training) and copies of Form SF-182 (Request, Authorization, Agreement and Certification of Training) for training offered at the National Foreign Affairs Institute (NFATC). (b) Electronic version of training forms.
Disposition:	TEMPORARY: Delete when 2 (two) years old.
DispAuthNo:	GRS 23, item 1 Date Edited: 10/26/2007
A-11-009-35	Room Reservations Spreadsheets
Description:	Spreadsheets with classroom reservations at the Diplomatic Security Training Center (DSTC).
Disposition:	TEMPORARY: See sub sections 35a and 35b for specific dispositions.
DispAuthNo:	N1-059-07-1, item 22 a and b Date Edited: 10/25/2007
A-11-009-35a	Room Reservations Spreadsheets
Description:	Spreadsheets with classroom reservations at the Diplomatic Security Training Center (DSTC). (a) Paper copy
Disposition:	TEMPORARY: Destroy copies when 1 (one) year old.
DispAuthNo:	N1-059-07-1, item 22a Date Edited: 10/26/2007

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A-11-009-35b Room Reservations Spreadsheets

Description: Spreadsheets with classroom reservations at the Diplomatic Security Training Center (DSTC).

(b) Electronic version

Disposition: TEMPORARY: Delete when 1 (one) year old.

DispAuthNo: N1-059-07-1, item 22b **Date Edited:** 10/26/2007

A-11-009-36 Incoming and Outgoing Package Delivery Spreadsheets

Description: Spreadsheets that track express mail packages (UPS, Federal Express, DHL), coming in and going out.

Disposition: TEMPORARY: See sub section 36a and 36b for sepcific dispositions..

DispAuthNo: GRS 12, item 6a **Date Edited:** 10/25/2007

A-11-009-36a Incoming and Outgoing Package Delivery Spreadsheets

Description: Spreadsheets that track express mail packages (UPS, Federal Express, DHL), coming in and going out.

(a) Paper copy

Disposition: TEMPORARY: Destroy when 1 (one) year old.

DispAuthNo: GRS 12, item 6a **Date Edited:** 10/26/2007

A-11-009-36b Incoming and Outgoing Package Delivery Spreadsheets

Description: Spreadsheets that track express mail packages (UPS, Federal Express, DHL), coming in and going out.

(b) Electronic version

Disposition: TEMPORARY: Delete when 1 (one) year old.

DispAuthNo: GRS 12, item 6a **Date Edited:** 10/26/2007

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A-11-009-37	Blanket Purchase Agreement Files
Description:	Contain copies of invoices, memorandums, order registers on BPA's covering accounting data, fiscal data, and funding information.
Disposition:	TEMPORARY: Cut off file at the end of each fiscal year. Destroy 3 (three) years after cut off date.
DispAuthNo:	N1-059-07-1, item 24
Date Edited:	10/25/2007
A-11-009-38	Blanket Purchase Transaction Files
Description:	Contain transmittal sheets on BPA's covering accounts receivable, copies of open and closed purchase orders, parts, requisitions, salvage reports, and vendor information.
Disposition:	TEMPORARY: Cut off file at the end of each fiscal year. Destroy 3 (three) years after completion of contract.
DispAuthNo:	N1-059-07-1, item 25
Date Edited:	10/25/2007
A-11-009-39	Credit Card Transactions
Description:	Records pertaining to training for other agency personnel, including underlying forms such as SF-182, Request, Authorization, Agreement and Certification of Training.
Disposition:	TEMPORARY: Destroy 6 (six) years from the date of card purchase.
DispAuthNo:	N1-059-07-1, item 26
Date Edited:	10/25/2007
A-11-009-40	External Training Support Files
Description:	Contain copies of Form SF-182 (Request, Authorization, Agreement and Certification of Training), schedule of classes, vendor registration, and copies of waiver approval. Arranged alphabetically by student's name.
Disposition:	TEMPORARY: Destroy when 3 (three) years old. (Supersedes N1-59-94-43, item 57).
DispAuthNo:	N1-059-07-1, item 27
Date Edited:	10/25/2007

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Office of Mobile Security Deployment

A-11-010-01 Emergency Security Support - Program File - Arrange by post

Description: Records created, regardless of media, including telegrams, memorandums, deployment orders, trip reports and other documentation on Security Support Teams (SST) and Tactical Support Teams (TST) designed to enhance the security posture of overseas Posts and to provide support to domestic high threat security details.

Disposition: TEMPORARY. Cut off file at end of each calendar year. Destroy 10 years after cut off date. (Formerly N1-59-94-43, item 95).

DispAuthNo: N1-059-07-2, item 1

Date Edited: 11/13/2008

A-11-010-02 Mobile Training Teams - Program File

Description: Records created, regardless of media, including telegrams, memorandums, deployment orders, trip reports and student rosters related to overseas security training provided by MSD Mobile Training Teams (MTT) and Safehaven Emergency Care (SHEC) Mobile Training Teams covering protective security training, safe haven emergency medical care training, local guard force training, counter threat driving, firearms, surveillance detection, and other related subjects.

Disposition: TEMPORARY. Cut off file at end of each calendar year. Destroy 10 years after cut off date. (Formerly N1-59-94-43, item 96).

DispAuthNo: N1-059-07-2, item 2

Date Edited: 11/13/2008

A-11-010-03 Mobile Security Deployments Training Records- Arrange by Student

Description: Records created, regardless of media, including memorandums, emails, certificates, schedules, student rosters on MSD sustainment training provided to MSD personnel, following the MSD indoctrination training, covering firearms, driving, land navigation, explosives training, rope training, defensive tactics, and other related subjects.

Disposition: TEMPORARY. Cut off file at end of each individual's tour in MSD. Destroy 5 years after cut off date.

DispAuthNo: N1-059-07-2, item 3

Date Edited: 11/13/2008

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Weapons of Mass Destruction Division

A-11-011-01 Training Equipment Inventory Files

Description: Contains documentation of WMD training equipment inventoried and used at posts worldwide to address radiological, responder and decontamination situations. Inventories includes but not limited to equipment types required such as masks, hoods, sampling kits, duffle bag kits, Tyvek suites, gloves, canteens, booties and other related equipment; as well as, quantity of equipment issued, receiving and shipping details, and other related information.

Disposition: Temporary. Cutoff in year in which shelf life expires. Destroy when 20 years after cutoff.

DispAuthNo: DAA-0059-2011-0003-0001 **Date Edited:** 4/10/2013

A-11-011-02 Weapons and Mass Destruction (WMD) Training Records

Description: Records related to the various types of training provided to all personnel under the Chiefs of Missions worldwide; the name and number of attendees, to include but not limited to, contractors, Foreign Service Nationals (FSNs), local guards, and other designated security personnel from the Department of Defense (DOD) and the Federal Bureau of Investigation (FBI) stationed at posts; and name of training instructors at posts as well as the type of training employees received and completed.

Disposition: Temporary. Cutoff in fiscal year in which training occurs. Destroy when 20 years after cutoff.

DispAuthNo: DAA-0059-2011-0003-0002 **Date Edited:** 4/10/2013

A-11-011-03 WMD Training Curriculum

Description: Binders consisting of WMD training manual for overseas posts and domestic offices including documentation on techniques and curriculum reviews.

Disposition: Temporary. Destroy when superseded

DispAuthNo: DAA-0059-2011-0003-0003 **Date Edited:** 4/10/2013

A-11-011-04 Post Trip Report

Description: Informal WMD program review of post between WMD and Regional Security Officers (RSOs) to include Chemical, Biological, Radiological or Nuclear (CBRN) attacks.

Disposition: Temporary. Cutoff in fiscal year. Destroy 7 years after cutoff.

DispAuthNo: DAA-0059-2011-0003-0004 **Date Edited:** 4/10/2013

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A-11-011-05 Contract Management Files

Description: Consists of records on burn rate, invoices, training funding, requisitions, travel and labor costs, contract hires and copies of vouchers and contracts.

Disposition: Temporary. Cutoff by fiscal year in which contract is closed. Destroy 3 years after cutoff.

DispAuthNo: DAA-0059-2011-0003-0005 **Date Edited:** 4/10/2013

A-11-011-06 Escape Mask Program

Description: Documents pertaining to the issuance of training Escape Masks domestically and tracking information on the expiration information for replacement.

Disposition: Temporary. Destroy when superseded.

DispAuthNo: DAA-0059-2011-0003-0006 **Date Edited:** 4/10/2013

A-11-011-07 Budget Background Records

Description: Cost statements, rough data and similar materials accumulated in the preparation of annual budget estimates, including duplicates of budget estimates and justifications and related appropriation language sheets, narrative statements, and related schedules; and originating offices' copies of reports submitted to budget offices.

Disposition: Temporary. Destroy 1 year after the close of fiscal year covered by the budget.

DispAuthNo: GRS 5, item 2 **Date Edited:** 4/10/2013

A-11-011-08 Routine Procurement Files

Description: Contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment (other than those covered in items 1 and 12).

a. Procurement or purchase organization copy, and related papers.

(1) Transaction dated on or after July 3, 1995 (the effective date of the Federal Acquisition Regulations (FAR) rule defining A simplified acquisition threshold).

a. Transactions that exceed the simplified acquisition threshold and all construction contracts exceeding \$2000

Destroy 6 years and 3 months after final payment.

b. Transactions at or below the simplified acquisition threshold and all construction contracts at or below \$2000.

Disposition: Destroy 3 years after final payment.

DispAuthNo: GRS 3, item 3a(1)(a) and (b) **Date Edited:** 4/10/2013

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Office of Investigations and Counterintelligence

A-11-012-01 Criminal Investigative Case Files

Description: Headquarters, Field Offices and Overseas Files. Files contain information on investigations that range from passport and visa fraud to smuggling, assault, and acts of terrorism, and they cover any investigations undertaken by DS, including, but not limited to, investigations internal to the Department of State. Files also consists of correspondence, reports, funds spent/received information, affidavits, subpoenas, search/arrest warrants, sworn statements, sentencing documents, evidence/property receipts, photos, copies of drivers licenses, birth and death certificates, passports, and other related documentation. Note that materials gathered during the execution of a search warrant may be in in these files.

Disposition: TEMPORARY. Cut off after case closes. Retire to RSC 10 years after closure for transfer to WNRC. Destroy 30 years after case closes. (Supersedes NARA Job No.: N1-59-97-4, item 1a(1), 1a(2), 1b, 2a(1), 2a(2), and 2b).

NOTE: All paper investigative records after January, 2007 must be scanned into electronic information system "IMS" except classified and grand jury information. Destroy only after paper records have been converted to an electronic medium and verified, when no longer needed for legal or audit purposes, or to support the reconstruction of, or serve as the backup to, the electronic record. Additionally, if the Department of State becomes aware of any significant or precedent-setting cases that warrant permanent preservation, NARA should be notified and an independent appraisal of these cases should be conducted.

DispAuthNo: N1-059-10-011, item 1 **Date Edited:** 7/14/2011

A-11-012-02 Interagency and Intra-agency Agreement Files (MOAs and MOUs)

Description: File contains originals and copies of Interagency Agreements (MOAs) or Memoranda of Understanding (MOU) with other U.S. Government agencies to detect, deter and disrupt criminal organizations and individuals that pose a threat to national security and public safety. Includes memorandums in support of MOAs or MOUs.

Disposition: TEMPORARY. Destroy 10 years after termination of MOAs/MOUs.

DispAuthNo: N1-059-10-011, item 2 **Date Edited:** 7/14/2011

A-11-012-03 Program Files

Description: Copies of information and/or action memoranda related to unit's mission, policy and procedural drafts and final products, manpower tables of organization, schedules, taskers, calendars and other staffing records.

Disposition: TEMPORARY. Cut off file at end of each calendar year. Destroy 5 years after cut off date.

DispAuthNo: N1-059-10-011, item 3 **Date Edited:** 7/14/2011

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A-11-012-04	ICI Status Reports
Description:	Any and all reports generated by the Office for dissemination, including but not limited to: monthly, quarterly or annual reports, any metric related to the activities of the subordinate units of the office and any/all special reports created for upper management.
Disposition:	TEMPORARY. Cut off at end of Calendar Year. Destroy 5 years after cut off.
DispAuthNo:	N1-059-10-011, item 4
	Date Edited: 7/14/2011
A-11-012-05	Asset Forfeiture Program Budget Records
Description:	Consists of memorandums, worksheets, forms and requests for funding support for the asset forfeiture program from Department of Justice.
Disposition:	TEMPORARY. Cut off at end of Fiscal Year. Destroy 7 years after funding is approved.
DispAuthNo:	N1-059-10-011, item 5
	Date Edited: 7/14/2011
A-11-012-06	Financial Crime Enforcement Network (FINCEN) Files
Description:	Copies of FINCEN requests and Department of Treasurer financial investigations.
Disposition:	TEMPORARY. Destroy when no longer needed.
DispAuthNo:	N1-059-10-011, item 6
	Date Edited: 7/14/2011
A-11-012-07	Supervisors' Personnel Files and Duplicate OPF Documentation
Description:	a. Supervisors' Personnel Files - Correspondence, memoranda, forms, and other records relating to positions, authorizations, pending actions, position descriptions, request for personnel actions, and records on individual employees' duplicated in or not appropriate for the OPF.
Disposition:	TEMPORARY. Review annually and destroy superseded or obsolete documents, or destroy file relating to an employee within 1 year after separation or transfer.
DispAuthNo:	GRS 1, item 18a
	Date Edited: 7/14/2011
A-11-012-08	Duplicate Personnel Files
Description:	b. Duplicate Documentation - other copies of documents duplicated in OPFs not provided for elsewhere in this schedule.
Disposition:	TEMPORARY. Destroy when 6 months old.
DispAuthNo:	GRS 1, item 18b
	Date Edited: 7/14/2011

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A-11-012-09 Employee Performance File System Records

Description: a. Non-SES appointees

(4) All summary performance appraisals records, including performance appraisals and job elements and standards upon which they are based.

Disposition: TEMPORARY. Destroy 4 years after date of appraisal.

DispAuthNo: GRS 1, item 23a(4) **Date Edited:** 7/14/2011

A-11-012-10 Employee Performance File System Records

Description: a. Non-SES appointees

(5) Supporting documents. Also included are employee performance plans, appraisals and evaluations, counseling forms, disciplinary records, resumes and biographical summaries.

Disposition: TEMPORARY. Destroy 4 years after date of appraisal.

DispAuthNo: GRS 1, item 23a(5) **Date Edited:** 7/14/2011

A-11-012-11 Budget Background Records

Description: Cost statements, rough data and similar materials accumulated in the preparation of annual budget estimates, including duplicates of budget estimates and justifications and related appropriation language sheets, narrative statements, and related schedules; and originating offices' copies of reports submitted to budget offices.

Disposition: TEMPORARY. Destroy 1 year after the close of the fiscal year covered by the budget.

DispAuthNo: GRS 5, item 2 **Date Edited:** 7/14/2011

A-11-012-12 Employee Awards Files

Description: a. General awards records, EXCLUDING those relating to department-level awards.

(1) Case files including recommendations, approved nominations, correspondence, reports, and related handbooks pertaining to agency-sponsored case and non-cash awards such as incentive awards, within-grade merit increases, suggestions, and outstanding performance.

Disposition: TEMPORARY. Destroy 2 years after approval or disapproval.

DispAuthNo: GRS 1, item 12a(1) **Date Edited:** 7/14/2011

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A-11-012-13	Equal Employment Opportunity (EEO) Records
Description:	g. EEO General Files. Contains general correspondence and copies of regulations with records pertaining to the Civil Rights Act of 1964, the EEO Act of 1972, and any pertinent later legislation, and agency EEO Committee meeting records, including minutes and reports.
Disposition:	TEMPORARY. Destroy when 3 years old, or when superseded or obsolete, whichever is applicable.
DispAuthNo:	GRS 1, item 25g
Date Edited:	7/14/2011
A-11-012-14	Merit Promotion Case Files
Description:	Records relating to the promotion of an individual that document qualification standards, evaluation methods, selection procedures, and evaluation of candidates. Also included are vacancy announcements, position descriptions, and candidate applications.
Disposition:	TEMPORARY. Destroy after OPM audit or 2 years after the personnel action is completed, whichever is sooner.
DispAuthNo:	GRS 1, item 32
Date Edited:	7/14/2011
A-11-012-15	Training Records
Description:	b. Employee training - consist of correspondence, memoranda, reports, and other records relating to the availability of training and employees participation in training programs sponsored by other government agencies or non-Government institutions.
Disposition:	TEMPORARY. Destroy when 5 years old or when superseded or obsolete, whichever is sooner.
DispAuthNo:	GRS 1, item 29b
Date Edited:	7/14/2011
A-11-012-16	Travel Files
Description:	Records relating to routine and operational aspects of travel and visits other than prominent individuals and congressmen. Included are travel orders, per diem vouchers, transportation requests, hotel reservations, and all supporting documents.
Disposition:	TEMPORARY. Block annually. Destroy when 2 years old.
DispAuthNo:	GRS 9, item 4a
Date Edited:	7/14/2011
A-11-012-17	Expenditure Accounting General Correspondence and Subject Files
Description:	Correspondence or subject files maintained by operating units responsible for expenditures accounting, pertaining to their internal operations and administration.
Disposition:	TEMPORARY. Destroy when 2 years old.
DispAuthNo:	GRS 7, item 1
Date Edited:	7/14/2011

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A-11-012-18 Administration Records

Description: Records accumulated by individual offices that relate to the internal administration or housekeeping activities of the office rather than the functions for which the office exists. In general, these records relate to the office organizations, staffing, procedures, and communications, including facsimile machine logs; expenditure of funds, including budget records; day-to-day administration of office personnel including training, travel, schedule of performance, employee personal data and awards; supplies and office services and equipment requests and receipts; and the use of office space and utilities. They may also include copies of internal activity and workload reports (including work progress, statistical, and narrative reports prepared in the office and forwarded to higher levels) and other materials that do not serve as unique documentation of the programs of the office.

Disposition: TEMPORARY. Destroy when 2 years old.

DispAuthNo: GRS 23, item 1

Date Edited: 7/14/2011

A-11-012-19a Investigative Management System (IMS)

Description: a. Master File

An electronic tracking system used to control and document criminal investigations. Information covers case background, case allegations, case documented interviews, evidence, surveillance videos/audio tapes, pictures, post records and foreign government records, and related investigative information.

Disposition: Temporary. Destroy/delete master file data 100 years after case closes. NOTE: If the Bureau of Diplomatic Security becomes aware of any significant or precedent-setting cases that may warrant preservation, notify NARA for an independent appraisal of these cases.

DispAuthNo: N1-059-09-36, item 1a

Date Edited: 6/22/2011

A-11-012-19b Investigative Management System (IMS)

Description: b. Input/Source Records

Hard copy (non-electronic) documents used to create, update, or modify electronic records when the electronic records are retained to meet recordkeeping requirements and are covered by a NARA-approved schedule. Included are such records as hard copy forms used for data input as well as hard copy documents that are scanned into an electronic recordkeeping system.

Disposition: Temporary: Destroy after the information has been converted to an electronic medium and verified, when no longer needed for legal or audit purposes, or to support the reconstruction of, or serve as the backup to, the electronic records.

DispAuthNo: GRS 20, item 2a(4)

Date Edited: 6/22/2011

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A-11-012-19c	Investigative Management System (IMS)
Description:	c. Input/Source Records Electronic records entered into the system during an update process, and not required for audit and legal purposes and electronic records received from other agencies.
Disposition:	Temporary. Delete when data have been entered into the master file or database and verified, or when no longer required to support reconstruction of, serve as backup to, a master file or database, whichever is later.
DispAuthNo:	GRS 20, item 2b and 2c Date Edited: 6/22/2011
A-11-012-19d	Investigative Management System (IMS)
Description:	d. Outputs Electronic files consisting solely of records extracted from a single master file or data base that is disposable under GRS 20 or approved for deletion by a NARA-approved disposition schedule, EXCLUDING extracts that are: - Produced as disclosure-free files allow public access to the data; or - Produced by an extraction process which changes the informational content of the source master file or data base; which may not be destroyed before security NARA approval.
Disposition:	Temporary. Delete when the agency determines that they are no longer needed for administrative, legal, audit or other operational purposes.
DispAuthNo:	GRS 20, item 5 Date Edited: 6/22/2011
A-11-012-19e	Investigative Management System (IMS)
Description:	e. Outputs Printouts derived from electronic records created on an ad hoc basis for reference purposes or to meet day-to-day business needs.
Disposition:	Temporary. Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes, provided the printouts do not contain substantive information, such as substantive annotations, that is not included in the electronic records. (Printouts that contain substantive information should be disposed of in accordance with the NARA-approved schedule that covers the series in which they are filed.
DispAuthNo:	GRS 20, item 16 Date Edited: 6/22/2011

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A-11-012-19f Investigative Management System (IMS)**Description:** f. Systems Backups

System Backups and Tape Library Records. Backup tapes maintained for potential system restoration in the event of a system failure or other unintentional loss of data.

Disposition: Temporary. Delete/destroy incremental backup tapes when second and subsequent backup is verified as successful or when no longer needed for system restoration, whichever is later.**DispAuthNo:** GRS 24, item 4a(1) **Date Edited:** 6/22/2011

A-11-012-19g Investigative Management System (IMS)**Description:** g. System Documentation

Includes systems requirements, system design, and user guides.

Disposition: Temporary. Delete/destroy when superseded or obsolete, or upon authorized deletion of the related master file or data base, or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is latest.**DispAuthNo:** GRS 20, item 11a(1) **Date Edited:** 6/22/2011

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Countermeasures Directorate Front Office

A-11-013-01 Countermeasures Front Office Chronological Files

Description: Files copies of incoming and outgoing correspondence reviewed and/or signed by the DS/C Deputy Assistant Secretary. Includes but not limited to memorandums, internal instructions, reports other related documentation regarding security countermeasure issues.

Disposition: Temporary. Cutoff end of the calendar year. Destroy 5 years after cutoff or when no longer needed, whichever is later.

DispAuthNo: N1-059-11-18, item 1 **Date Edited:** 5/17/2013

A-11-013-02 Countermeasures – Bureau Files

Description: Memorandums, reports and other related documentation regarding countermeasures and security matters relating to construction by Bureau of Overseas Buildings Operations (OBO).

Disposition: Temporary. Cutoff annually. Destroy 5 years after cutoff or when no longer needed, whichever is later.

DispAuthNo: N1-059-11-18, item 2 **Date Edited:** 5/17/2013

A-11-013-03 Countermeasures – Country Files

Description: Memorandums, reports, security issues covering accreditation, anti-terrorism, buildings, construction, contractors, countermeasures, demolition, detection equipment, electronic security, emanations, inspections, receipts, systems development, and other related documentation. Maintained by posts.

Disposition: Temporary. Cutoff annually. Destroy when 7 years old or when no longer needed, whichever is later.

DispAuthNo: N1-059-11-18, item 3 **Date Edited:** 5/17/2013

A-11-013-04 Weekly Activities Report

Description: File contains compilation of weekly activities of the Countermeasures Divisions (DS/C/PSP, DS/C/ST and DS/C/DC) that submitted to Diplomatic Security Assistant Secretary. Arranged chronologically.

Disposition: Temporary. Cutoff at end of calendar year. Destroy 3 years after cutoff.

DispAuthNo: N1-059-11-18, item 4 **Date Edited:** 5/17/2013

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A-11-013-05 Countermeasures - Budget Files

Description: Cost statements, rough data and similar materials accumulated in the preparation of budget estimates and justification, formulations and other related documentation.

Disposition: Temporary. Cutoff annually. Destroy 7 years after cutoff.

DispAuthNo: N1-059-11-18, item 5 **Date Edited:** 5/17/2013

A-11-013-06 Travel Files

Description: Records relating to routine and operational aspects of travel and visits by other than prominent individuals and congressmen. Included are travel orders, per diem vouchers, transportation requests, hotel reservations, and all supporting documents.

Disposition: Temporary. Cutoff annually. Destroy when 2 years old.

DispAuthNo: GRS 9, item 4a **Date Edited:** 5/17/2013

A-11-013-07 Personnel Files

Description: Correspondence, forms, and other records relating to positions, authorizations, pending actions, positions descriptions, requests for personnel action, and records on individual employees duplicated in or not appropriate for the OPF.

Disposition: Temporary. Review annually and destroy superseded or obsolete documents, or destroy file relating to an employee within 1 year after separation or transfer.

DispAuthNo: GRS 1, item 18a **Date Edited:** 5/17/2013

A-11-013-08 Time and Attendance Source Files

Description: All time and attendance records upon which leave input data is based, such as sign-in sheets; DS-1194, Time and Attendance Reports; JF-56, Authorization of Premium Compensation; DS-1734M, Tatel/PC (draft and final report); DS-1216, Leave Statements; flextime records, and leave applications for jury and military duty. Records may be in either electronic or paper form.

Disposition: Temporary. Cutoff annually. Destroy after GAO audit or when 6 years old, whichever is sooner.

DispAuthNo: GRS 2, item 7 **Date Edited:** 5/17/2013

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Office of Domestic Facilities Protection

A-11-014-01 Time and Attendance Source Records

Description: All time and attendance records upon which leave input data is based, such as sign-in sheets; DS-1194, Time and Attendance Reports; JF-56, Authorization of Premium Compensation; DS-1734M, Tatel/PC (draft and final report); DS-1216, Leave Statements; flextime records, and leave applications for jury and military duty. Records may be in either electronic or paper form.

Disposition: The following disposition is temporarily suspended due to the AFGE litigation hold. These records may not be destroyed until further notice.
Temporary. Block files annually. Retire yearly accumulations of one box or more to RSC when no longer needed for transfer to WNRC. Destroy after GAO audit or when 6 years old, whichever is sooner.

DispAuthNo: GRS 2, item 7 **Date Edited:** 6/22/2011

A-11-014-02 Uniformed Guard - Program Files

Description: Invoices (copies), memorandums, and telegrams on local guards covering body guards, contracts, finances, funding ceilings, Mobil security patrols, official buildings security, personnel service contracts, profile survey, radios, uniforms, vehicles, and other related subjects.

Disposition: Temporary. Cut off file at end of each calendar year. Destroy 5 years after cut off date.

DispAuthNo: N1-059-94-43, item 42 **Date Edited:** 6/22/2011

A-11-014-03 Internal Investigation - Program Files - Documentation on investigations covering access controls, fires, medical emergencies, security inspections, and other related subjects

Description: a. Entry Notices

Disposition: Temporary. Destroy when 3 months old.

DispAuthNo: N1-059-94-43, item 32a **Date Edited:** 6/22/2011

A-11-014-04 Internal Investigation - Program Files - Arrange by case. Documentation on investigations covering access controls, fires, medical emergencies, security inspections, and other related subjects

Description: b. Evidence. Reports, testimony, witnesses' statements, etc.

Disposition: Temporary. Destroy 2 years after case is completed.

DispAuthNo: N1-059-94-43, item 32b **Date Edited:** 6/22/2011

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A-11-014-05 **Internal Investigation - Program Files - Documentation on investigations covering access controls, fires, medical emergencies, security inspections, and other related subjects**

Description: c. Forms

Accident Report, GSA (SF-94-A)
Claim for Damage, Injury or Death (SF-95)
Data Bearing on Scope of Employment of Motor Vehicle Operator (OF-26)
Operator Report of Motor Vehicle Accident (SF-91)
Statement of Witness (SF-94)

Disposition: Temporary. Destroy when 3 years old.

DispAuthNo: N1-059-94-43, item 32c

Date Edited: 6/22/2011

A-11-014-06 **Internal Investigation - Program Files - Documentation on investigations covering access controls, fires, medical emergencies, security inspections, and other related subjects**

Description: d. Logs

(1) Short Term Logs

Equipment Issue Log
Key Sign Out Log
Post Duty Log
Tape Log
24 Hour Duty Log

Disposition: Temporary. Destroy when 3 months old.

DispAuthNo: N1-059-94-43, item 32d(1)

Date Edited: 6/22/2011

A-11-014-07 **Internal Investigation - Program Files - Documentation on investigations covering access controls, fires, medical emergencies, security inspections, and other related subjects**

Description: d. Logs

(2) Long Term Logs

Alarm Logs
Employee Logs
Visitor Logs

Disposition: Temporary. Destroy when 2 years old.

DispAuthNo: N1-059-94-43, item 32d(2)

Date Edited: 6/22/2011

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A-11-014-08	Internal Investigation - Program Files - Documentation on investigations covering access controls, fires, medical emergencies, security inspections, and other related subjects
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Description:	e. Property Passes
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Disposition:	Temporary. Destroy 3 months after expiration date.
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DispAuthNo:	N1-059-94-43, item 32e	Date Edited:	6/22/2011
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A-11-014-09	Internal Investigation - Program Files - Documentation on investigations covering access controls, fires, medical emergencies, security inspections, and other related subjects
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Description:	f. Reports
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(1) Short Term Reports

Post Inspection Reports

Disposition:	Temporary. Destroy when 3 months old.
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DispAuthNo:	N1-059-94-43, item 32f(1)	Date Edited:	6/22/2011
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A-11-014-10	Internal Investigation - Program Files - Documentation on investigations covering access controls, fires, medical emergencies, security inspections, and other related subjects
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Description:	f. Reports
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(2) Long Term Reports

Event Reports

Lost and Found Reports

Vehicle Activity and Inspection Reports

Vehicle Incident Reports

Vehicle Maintenance Reports

Vehicle Monthly Reports

Disposition:	Temporary. Destroy when 2 years old.
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DispAuthNo:	N1-059-94-43, item 32f(2)	Date Edited:	6/22/2011
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A-11-014-11	Internal Investigation - Program Files - Documentation on investigations covering access controls, fires, medical emergencies, security inspections, and other related subjects
Description:	f. Reports (3) Access Control Reports, Guard Services Contract Daily Assignment Report General Inventory Report Key Inventory Report Master Inventory Report Post Inventory Report
Disposition:	Temporary. Destroy 2 years after end of contract.
DispAuthNo:	N1-059-94-43, item 32f(3) Date Edited: 6/22/2011
A-11-014-12	Internal Investigation - Program Files - Documentation on investigations covering access controls, fires, medical emergencies, security inspections, and other related subjects
Description:	g. Security Violations
Disposition:	Destroy 2 years after final action.
DispAuthNo:	N1-059-94-43, item 32g Date Edited: 6/22/2011
A-11-014-13	Internal Investigation - Program Files - Documentation on investigations covering access controls, fires, medical emergencies, security inspections, and other related subjects
Description:	h. VIP Pin Request
Disposition:	Temporary. Destroy when 3 months old.
DispAuthNo:	N1-059-94-43, item 32h Date Edited: 6/22/2011
A-11-014-14	Special Events Security - Program File - Arrange by event
Description:	Correspondence, memorandums, reports, on all aspects of physical security for special events that the Department hosts covering conferences, dignitary visits, guard orders, guests and participants lists, local police, meetings, requests for security requirements, technical security, training, U.S. Marine Corps, VIP escort requests, and other related other subjects.
Disposition:	Temporary. Destroy when 3 months old.
DispAuthNo:	N1-059-94-43, item 34 Date Edited: 6/22/2011

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A-11-014-15a	AlarmNet General Support System (GSS)
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Description: Master File:

An electronic tracking system that utilizes information collected by the Bureau's Identity Management System (IDMS) to build access profiles and give individuals access to facilities within the Department of State nationwide. The information is required to grant access clearances, and to provide the Department's Diplomatic Security Uniformed Protective Officers (UPO) the information necessary to protect Department assets. AlarmNet supports the Bureau of Diplomatic Security (DS/FSE/DME) mission requirements for providing physical intrusion detection, access control security, and monitoring from central locations, for all domestic Department facilities nationwide on a 24x7 basis. AlarmNet provides the connectivity for the Department's Domestic Access Control and Intrusion Detection System.

Disposition: Temporary. For maximum security facilities, records of access are destroyed when 5 years old unless retained for specific ongoing security investigation.

DispAuthNo: GRS 18, item 17 (a)(b)

Date Edited: 6/18/2013

A-11-014-15a(1)	AlarmNet General Support System (GSS)
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Description: Master File:

An electronic tracking system that utilizes information collected by the Bureau's Identity Management System (IDMS) to build access profiles and give individuals access to facilities within the Department of State nationwide. The information is required to grant access clearances, and to provide the Department's Diplomatic Security Uniformed Protective Officers (UPO) the information necessary to protect Department assets. AlarmNet supports the Bureau of Diplomatic Security (DS/FSE/DME) mission requirements for providing physical intrusion detection, access control security, and monitoring from central locations, for all domestic Department facilities nationwide on a 24x7 basis. AlarmNet provides the connectivity for the Department's Domestic Access Control and Intrusion Detection System.

Disposition: Temporary. Destroy Personal Identity Verification cards within 30 days after death, separation, or transfer of employee. Destroy all other records upon notification of death or no later than five years after separation or transfer of employee, whichever is applicable.

DispAuthNo: DAA-0059-2012-0001-0001

Date Edited: 6/18/2013

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A-11-014-15b	AlarmNet General Support System (GSS)
Description:	Input/Source Records: Hard copy (non-electric) documents used to create, update, or modify electronic records when the electronic records are retained to meet recordkeeping requirements and are covered by a NARA-approved schedule. Included are such records as hard copy forms used for data input as well as hard copy documents that are scanned into an electronic recordkeeping system.
Disposition:	Temporary. Destroy after the information has been converted to an electronic medium and verified, when no longer needed for legal or audit purposes, or to support the reconstruction of, or serve as the backup to, the electronic records.
DispAuthNo:	GRS 20, item 2(a)(4) Date Edited: 6/18/2013
A-11-014-15c	AlarmNet General Support System (GSS)
Description:	Input/Source Records: Electronic records entered into the system during an update process, and not required for audit and legal purposes.)
Disposition:	Temporary. Delete when data have been entered into the Master File or database and verified, or when no longer required to support reconstruction of, serve as backup to a Master File or database, whichever is later.
DispAuthNo:	GRS 20, item 2(b) and 2(c) Date Edited: 6/18/2013
A-11-014-15d	AlarmNet General Support System (GSS)
Description:	Outputs: Electronic files consisting solely of records extracted from a single master file or database that is disposable under GRS-20 or approved for deletion by a NARA-approved disposition schedule, EXCLUDING extracts that are: - Produced by an extraction process which changes the informational content of the source master file or database; which may not be destroyed before securing NARA approval.
Disposition:	Temporary. Delete when the agency determines that they are no longer needed for administrative, legal, audit or other operational purposes.
DispAuthNo:	GRS 20, item 5 Date Edited: 6/18/2013

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A-11-014-15e	AlarmNet General Support System (GSS)
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Description: Outputs:

Printouts derived from electronic records created on an ad hoc basis for reference purposes or to meet day-to-day business needs.

Disposition: Temporary. Destroy when the agency determines that they are no longer needed for administrative, legal audit, or other operational purposes, provided the printouts do not contain substantive information, such as substantive annotations, that is not included in the electronic records. (Printouts that contain substantive information should be disposed of in accordance with the NARA-approved schedule that covers the series in which they are filed.

DispAuthNo: GRS 20, item 16

Date Edited: 6/18/2013

A-11-014-15f	AlarmNet General Support System (GSS)
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Description: System Backups:

System Backups and Tape Library Records. Backup tapes maintained for potential system restoration in the event of a system failure or other unintentional loss of data.

Disposition: Temporary. Delete/destroy incremental backup tapes when second and subsequent backup is verified as successful or when no longer needed for system restoration, whichever is later.

DispAuthNo: GRS 24, item 4(a)(1)

Date Edited: 6/18/2013

A-11-014-15g	AlarmNet General Support System (GSS)
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Description: System Documentation:

Includes systems requirements, system design and user guides.

Disposition: Temporary. Delete/destroy when superseded or obsolete, or upon authorized deletion of the related master file or database, or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is latest.

DispAuthNo: GRS 20, item 11(a)(1)

Date Edited: 6/18/2013

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A-11-014-16a Identity Management System - IDMS

Description: Master File:

The Identity Management System is a database application that stores information collected from persons requiring Department of State (DoS) Personal ID Cards. IDMS is the property of the Bureau of Diplomatic Security and is owned by the DoS. The information collected facilitates the production (printing) and encoding (data elements required for physical/logical access and verification of the cardholder) of the DoS Personal ID Card ultimately issued to an approved cardholder. IDMS contains Personally Identifiable Information (PII) extracted from forms: DS-1838 (Request for Building Pass Identification Card), SF-85 (Questionnaire for Non-Sensitive Positions); SF-85P(S) (Questionnaire for Public Trust Positions); SF-86 (Questionnaire for National Security Positions) and DSP-97 (U.S. DoS Building Access Application). IDMS also contains personal information as required by HSPD-12 and the information is verified by the individual applicant.

Disposition: Temporary. Delete/destroy 20 years after separation, or transfer of cardholder from the Department of State. PII is to be delete/destroyed in accordance with DS approved records disposition schedule on retention of information/data on a particular individual.

DispAuthNo: DAA-0059-2012-0001-0002

Date Edited: 6/18/2013

A-11-014-16b Identity Management System - IDMS

Description: Input/Source Records:

Hard copy (non-electric) documents used to create, update, or modify electronic records when the electronic records are retained to meet recordkeeping requirements and are covered by a NARA-approved schedule. Included are such records as hard copy forms used for data input as well as hard copy documents that are scanned into an electronic recordkeeping system.

Disposition: Temporary. Destroy after the information has been converted to an electronic medium and verified, when no longer needed for legal or audit purposes, or to support the reconstruction of, or serve as the backup to, the electronic records.

DispAuthNo: GRS 20, item 2(a)(4)

Date Edited: 6/18/2013

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A-11-014-16c	Identity Management System - IDMS
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Description: Input/Source Records:

Electronic records entered into the system during an update process, and not required for audit and legal purposes and electronic records received from other agencies.

Disposition: Temporary. Delete when data have been entered into the master file or database and verified, or when no longer required to support reconstruction of, serve as backup to, a master file or database, whichever is later.

DispAuthNo: GRS 20, item 2(b) and 2(c)

Date Edited: 6/18/2013

A-11-014-16d	Identity Management System - IDMS
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Description: Outputs:

Electronic files consisting solely of records extracted from a single master file of database that is disposable under GRS 20 or approved for deletion by a NARA-approved disposition schedule, EXCLUDING extracts that are:

- Produced by an extraction process which changes the informational content of the source master file or database; which may not be destroyed before securing NARA approval.

Disposition: Temporary. Delete when the agency determines that they are no longer needed for administrative, legal, audit or other operational purposes.

DispAuthNo: GRS 20, item 5

Date Edited: 6/18/2013

A-11-014-16e	Identity Management System - IDMS
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Description: Outputs:

Printouts derived from electronic records created on an ad hoc basis for reference purposes or to meet day-to-day business needs.

Disposition: Temporary. Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes, provided the printouts do not contain substantive information, such as substantive annotations, that are not included in the electronic records. (Printouts that contain substantive information should be disposed of in accordance with the NARA-approved schedule that covers the series in which they are filed.)

DispAuthNo: GRS 20, item 16

Date Edited: 6/18/2013

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A-11-014-16f	Identity Management System - IDMS
Description:	Systems Backup: System Backups and Tape Library Records. Backup tapes maintained for potential system restoration in the event of a system failure or other unintentional loss of data.
Disposition:	Temporary. Delete/destroy incremental backup tapes when second and subsequent backup is verified as successful or when no longer needed for system restoration, whichever is later.
DispAuthNo:	GRS 24, item 4(a)(1) Date Edited: 6/18/2013
A-11-014-16g	Identity Management System - IDMS
Description:	System Documentation: Includes system requirements, system design and user guides.
Disposition:	Temporary. Delete/destroy when superseded or obsolete, or upon authorized deletion of the related master file or database, or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is latest.
DispAuthNo:	GRS 20, item 11(a)(1) Date Edited: 6/18/2013
A-11-014-17	Agent Credentials - Program File
Description:	Accountability Receipt Forms for DSS Identification Media, correspondence, memorandums, reports on agents' credentials covering badge numbers, badges, cards, couriers, credential numbers, credentials (cards), engineers, pins, receipts, security officers, special investigators, and other related subjects. a. Receipts and related documentation. Arrange file by media identification number.
Disposition:	Temporary. Retain in office. Destroy accountability receipts/records 10 years after media (credentials, badges, PRS pins) redesign change. Destroy personnel files 10 years after departing (Resign, Terminate, Retire, etc.) from DoS subject to the issuance of retirement media. (Supersedes N1-59-94-43, item 98a)
DispAuthNo:	DAA-0059-2012-0001-0003 Date Edited: 6/18/2013
A-11-014-18	Property Receipt Records
Description:	Consists of Form DS-584, Personal Custody Property Receipt, for property items loaned to individuals for their use and related documents.
Disposition:	Temporary. Destroy original when property is returned. Destroy copies when operational purposes have been served. (Supersedes II-NN-3250, item 57)
DispAuthNo:	DAA-0059-2012-0001-0004 Date Edited: 6/18/2013

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A-11-014-19	Property Survey Records
Description:	Consists of copies of DS-310, Property Survey Report (Domestic) and related documents. Report provides property accountability for all office equipment and furniture. a. Supply Branch copy. (Supersedes II-NN-3250, item 58a)
Disposition:	Temporary. Destroy 3 years after disposal of equipment.
DispAuthNo:	DAA-0059-2012-0001-0005 Date Edited: 6/18/2013
A-11-014-20	Personal Services Contract Files
Description:	Copies of employees HRPSC021 Request for Contract Action (Personal Service Contract-PSC), JF-62, PSC salary worksheet computation, spreadsheets, invoices, time sheets, payments, security clearance, copies of contracts, financial forms relating to the activities of contractors involved in security guard services and personal service contracts for Uniformed Patrol Offices, correspondence, and PSC contract checklist.
Disposition:	Temporary. Cut off when employee has separated or terminate. Destroy 6 years and 3 months after final payment.
DispAuthNo:	DAA-0059-2012-0001-0006 Date Edited: 6/18/2013
A-11-014-21	Allotment Reports
Description:	Monthly reports of allottees, showing current and cumulative to date transactions as reflected in their distribution ledgers. Included are related communications and worksheets.
Disposition:	Temporary. Destroy 4 years after close of fiscal year prepared.
DispAuthNo:	NC1-59-77-26, item 12; A-03- Date Edited: 6/18/2013
A-11-014-22	Budget Background Records
Description:	Cost statements, rough data and similar materials accumulated in the preparation of annual budget estimates, including duplicates of budget estimates and justifications and related appropriation language sheets, narrative statements, and related schedules; and copies of reports submitted to DS/DO budget offices.
Disposition:	Temporary. Destroy 1 year after the close of the fiscal year covered by the budget.
DispAuthNo:	GRS 5, item 2 Date Edited: 6/18/2013

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A-11-014-23	Appropriation Allotment Files
Description:	Allotment records showing status of obligations and allotments under each authorized appropriation.
Disposition:	Temporary. Destroy 6 years and 3 months after the close of the fiscal year involved.
DispAuthNo:	GRS 7, item 3
	Date Edited: 6/18/2013
A-11-014-24	Expenditure Accounting Posting and Control Files
Description:	Records such as distribution ledgers, registers of interoffice transfers, expenditure voucher files, liquidation memorandums and other series of posting and control media, subsidiary to the allotment ledgers, and not otherwise provided for in this schedule. Included are related communications, reports, tabulations and worksheets.
Disposition:	Temporary. Destroy when 3 years old.
DispAuthNo:	GRS 7, item 4a
	Date Edited: 6/18/2013
A-11-014-25	Routine Procurement and Contract Files
Description:	Contracts, requisitions, purchase orders, leases, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment. (a) Original Contracts – held by AQM or DS/MGT/CAP (2) Transactions of \$25,000 or less and construction contracts under \$2,000.
Disposition:	Temporary. Destroy 3 years after final payment.
DispAuthNo:	GRS 3, item 3a(2)
	Date Edited: 6/18/2013
A-11-014-26	Routine Procurement and Contract Files
Description:	Contracts, requisitions, purchase orders, leases, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment. b. Other copies.
Disposition:	Temporary. Destroy upon termination or completion.
DispAuthNo:	GRS 3, item 3c
	Date Edited: 6/18/2013

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A-11-014-27 Requests for Information

Description: Routine requests for information or publications and copies of replies which require no administrative action, no policy decision, and no special compilation or research for reply.

Disposition: Temporary. Destroy when 3 months old or when no longer needed, whichever is sooner.

DispAuthNo: GRS 23, item 7

Date Edited: 6/18/2013

A-11-014-28 Supplies, Services and Equipment (General)

Description: Records relating to the ordering of supplies, requests for office services and equipment requests and receipts. Included are OF-263, OF-263A, DS-1089 and 1089A, Requisition for Equipment, Supplies, Furniture, Furnishings or Services; DS 5R, Requisition for Publishing, Reproduction, and Distribution Services and related documents.

Disposition: Temporary. Block annually. Destroy when 2 years old or when no longer needed, whichever is sooner

DispAuthNo: GRS 23, item 1

Date Edited: 6/18/2013

A-11-014-29 Travel Files

Description: Records relating to routine and operational aspects of travel and visits by other than prominent individuals and members of congress. Included are travel orders, per diem vouchers, transportation requests, hotel reservations, and all supporting documents.

Disposition: Temporary. Block annually. Destroy when 2 years old.

DispAuthNo: GRS 9, item 4a

Date Edited: 6/18/2013

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A-11-014-30 Transitory Files (including in electronic form)

Description: Records of short-term (180 days or less) interest, including in electronic form (e.g., email messages), which have minimal or no documentary or evidential value. Included are such records as:

Routine requests for information or publications and copies of replies which require no administrative action, no policy decision, and no special compilation or research for reply;

Quasi-official notices including memoranda and other records that do not serve as the basis of official action, such as a notice of holidays or charity and welfare fund appeals, bond campaigns, and similar activities;

Originating office copies of letters of transmittal that do not add any information to that contained in the transmitted material, and receiving office copy if filed separately from transmitted material;

Records documenting routine activities containing no substantive information, such as routine notifications of meetings, scheduling of work-related trips and visits, and other scheduling related activities;

Suspense and tickler files or "to-do" and task lists that serve as a reminder that an action is required on a given date or that a reply to action is expected, and if not received should be traced on a given date.

Disposition: Temporary. Destroy immediately, or when no longer needed for reference, or according to a predetermined time period or business rule (e.g., implementing the auto-delete feature of electronic mail systems).

DispAuthNo: GRS 23, item 7

Date Edited: 6/18/2013

A-11-014-31 Time and Attendance Source Records

Description: All time and attendance records upon which leave input data is based, such as sign-in sheets; DS-1194, Time and Attendance Reports; JF-56, Authorization of Premium Compensation; DS-1734M, Tatel/PC (draft and final report); DS-1216, Leave Statements; flextime records, and leave applications for jury and military duty.

Disposition: Temporary. Destroy/delete 3 years after close of contract. Destroy after GAO audit or when 6 years old, whichever is sooner.

DispAuthNo: GRS 2, item 7

Date Edited: 6/18/2013

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A-11-014-32 Technical/Reference Publications

Description: Copies of Departmental publications, releases, circulars, publications of other Government agencies, legislative publications and documents, post reports, speeches given by Department and other Government agency officials, and related documents.

Disposition: Temporary. Review annually and destroy material of no further reference value.

DispAuthNo: Non-record

Date Edited: 6/18/2013

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Office of Protection

A-11-015-01a **Protective Liaison Case Tracking System (POLCATS)**

Description: Master File

POLCATS is an information tracking system. It allows users to identify and assign protective staff to cases involving the protection of personnel and diplomatic contingents of dignitaries visiting the United States. POLCATS contains information about the subject of each case, the progress of the investigation, agents assigned to each case, cross references to other cases, other case-related information, and incident reports at foreign embassies.

Disposition: Temporary. Delete/Destroy Master File data 25 years after close of case or when no longer needed for law enforcement purposes, whichever is later.

DispAuthNo: N1-059-09-15, item 1a **Date Edited:** 1/19/2010

A-11-015-01b **Protective Liaison Case Tracking System (POLCATS)**

Description: Input/Source Records

Hard-copy (non-electronic) documents used to create, update, or modify electronic records when the electronic records are retained to meet recordkeeping requirements and are covered by a NARA-approved schedule. Included are such records as hard copy forms used for data input, as well as hard copy documents that are scanned into an electronic recordkeeping system.

Disposition: Temporary. Destroy after the information has been converted to an electronic medium and verified, when no longer needed for legal or audit purposes or to support the reconstruction of, or serve as backup to, the electronic records.

DispAuthNo: GRS 20, item 2a(4) **Date Edited:** 1/19/2010

A-11-015-01c **Protective Liaison Case Tracking System (POLCATS)**

Description: Input/Source Records

Electronic records entered into the system during an update process, and not required for audit and legal purposes.

Disposition: Temporary. Delete when data have been entered into the master file and verified, or when no longer required to support reconstruction of, or serve as backup to, a master file or database, whichever is later.

DispAuthNo: GRS 20, item 2b **Date Edited:** 1/19/2010

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A-11-015-01d	Protective Liaison Case Tracking System (POLCATS)
Description:	Outputs Ad hoc and recurring reports
Disposition:	Temporary. Destroy when no longer needed.
DispAuthNo:	N1-059-09-15, item 1d Date Edited: 1/19/2010
A-11-015-01e	Protective Liaison Case Tracking System (POLCATS)
Description:	System Back-ups and Tape Library Records Back-up tapes maintained for potential system restoration in the event of a system failure or other unintentional loss of data.
Disposition:	Temporary. Delete/destroy incremental back-up tapes when second subsequent back-up is verified as successful, or when no longer needed for system restoration, whichever is later.
DispAuthNo:	GRS 24, item 4a(1) Date Edited: 1/19/2010
A-11-015-01f	Protective Liaison Case Tracking System (POLCATS)
Description:	Documentation Documentation includes data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium) relating to a master file or database that has been authorized for destruction by the GRS or a NARA-approved disposition schedule.
Disposition:	Temporary. Destroy or delete when superseded or obsolete, or upon authorized deletion of the related master file or database, or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is latest.
DispAuthNo:	GRS 20, item 11a(1) Date Edited: 1/19/2010

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Office of Domestic Operations

A-11-016-01 Action Memoranda and Information Memoranda Files

Description: Consist of requests for action as well as information memorandums from the Office for Domestic Operations relating to subject matters pertaining to, but not limited to, policy, projects, issues related to the protection of staff, budgetary matters, and criminal and administrative investigations.

Disposition: Temporary. Cutoff at end of calendar year. Destroy 3 years after cutoff or when no longer needed, whichever is longer.

DispAuthNo: DAA-0059-2011-0011-0001 **Date Edited:** 11/7/2012

A-11-016-02 Memorandum of Agreements (MOAs) and Memorandum of Understandings (MOUs)

Description: Interagency and Intra-agency MOAs and MOUs on security, criminal and protective operations worldwide.

Disposition: Temporary. Cutoff at end of calendar year in which signed. Destroy 3 years after cutoff or when no longer needed, whichever is later.

DispAuthNo: DAA-0059-2011-0011-0002 **Date Edited:** 11/7/2012

A-11-016-03 Congressional Inquiries Files

Description: Consist of copies of responses to Congressional inquiries concerning Domestic Operations (DO) and copies of testimony of other Federal Law Enforcement agencies reviewed by DOD.

Disposition: Temporary. Cutoff at end of calendar year. Destroy 3 years after cutoff or when no longer needed, whichever is later.

DispAuthNo: DAA-0059-2011-0011-0003 **Date Edited:** 11/7/2012

A-11-016-04 Supervisor Personnel Files

Description: Correspondence, forms, and other records relating to positions, authorizations, pending actions, position descriptions, requests for personnel action, and records on individual employees duplicated in or not appropriate for the OPF.

Disposition: Temporary. Review annually and destroy superseded or obsolete documents, or destroy file relating to an employee within 1 year after separation or transfer.

DispAuthNo: GRS 1, item 18a **Date Edited:** 11/7/2012

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A-11-016-05 Commercial Freight and Passenger Transportation Files

Description: Original vouchers and support documents covering commercial freights and passenger transportation charges of settled fiscal accounts, including registers and other control documents, but EXCLUDING those covered by item 1b of this schedule.

Disposition: Temporary. Destroy 6 years after the period of the account.

DispAuthNo: GRS 9, item 1a **Date Edited:** 11/7/2012

A-11-016-06 Investigative Memorandums

Description: Consists of copies of investigative reports from the offices of Professional Responsibility, the Office of Investigations and Counterintelligence and Personnel Suitability.

Disposition: Temporary. Destroy when no longer needed.

DispAuthNo: Non-Record **Date Edited:** 11/7/2012

A-11-016-07 Policy and Plans Clearances Files

Description: Reference copies of all approved clearances on all Domestic Operations equities.

Disposition: Temporary. Destroy when no longer needed.

DispAuthNo: Non-Record **Date Edited:** 11/7/2012

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Office of Regional Directors

A-11-017-01 Memorandums to Deputy Assistant Secretary (DAS)

Description: Copies of International Program Directorate (IP) Action Memorandums and Information Memorandums to the DAS on a variety of domestic and overseas subject matters related to, but not limited to, IP realignments; IP operations; Post Security Program Reviews; IP security tasks and responsibilities; IP travel; IP WAEs; space plans; funding; staffing; construction; expenditures over and under \$500; technical support for pilferable property; policy decisions and other budget issues.

Disposition: Temporary. Cut off at end of calendar year. Destroy when 3 years old or when no longer needed, whichever is later.

DispAuthNo: N1-059-11-3, item 1

Date Edited: 3/11/2013

A-11-017-02 DS/IP/RD Responses to Regulatory Agencies Files

Description: Consists of a compilation of minutes, inquiries and responses, notes, working files and copies of final reports from the Office of Inspector General (OIG), the General Accounting Office (GAO) and the Commission on Wartime Contracting (CWC) providing information on U.S. embassy security contracts in Afghanistan and Iraq, audits of the design and construction of the new embassy compounds, and detailed information GAO engagements/assignments for Iraq Reconstruction.

a. Record copy (electronic)

Disposition: Temporary. Cut off in year in which signed. Transfer to RSC and destroy when 7 years old.

DispAuthNo: N1-059-11-3, item 2

Date Edited: 3/11/2013

A-11-017-03 International Program's (IP) Property Records

Description: Consists of domestic inventory files from 2002 to present on all of IP supplies and equipment to include, but not limited to, pilferable property over \$500 (bar-coded) and property that can be pilfered under than \$500, and an annual log of purchases.

Disposition: Temporary. Cut off at end of fiscal year. Destroy 7 years after cutoff or when GAO audit is completed.

DispAuthNo: N1-059-11-3, item 3

Date Edited: 3/11/2013

A-11-017-04 Communications Equipment Tracking Files

Description: Consists of a list of all office laptops, FOBs, cell phones, etc. issued as well as signed User Briefing/Acknowledgement Forms and User Agreement for Official Use forms.

Disposition: Temporary. Destroy after items determined to be excess.

DispAuthNo: N1-059-11-3, item 4

Date Edited: 3/11/2013

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A-11-017-05 DS/IP/RD Post Security - Program Review Files

Description: Correspondence, memorandums, and inspection reports on post security activities covering ambassador briefings, crisis management, local guards, RSO travel, Post Security Program Reviews, security committees and groups, surveys, U.S. Marines, and other related subjects.

Disposition: Temporary. Destroy when superseded. Supersedes N1-059-94-43, item 85.

DispAuthNo: N1-059-11-3, item 5

Date Edited: 3/11/2013

A-11-017-06 Communications Security Inventory Records

Description: Contains logs and forms on communications security equipment to include, but not limited to, transmissions, transactions, inventory, destruction, change of custodian, possession, unit security officers and other related subjects.

Disposition: Temporary. Cut off at end of calendar year. Destroy one year after cutoff.

DispAuthNo: N1-059-11-3, item 6

Date Edited: 3/11/2013

A-11-017-07 Weekly Activity Reports Files- Arrange by Post

Description: Weekly Activity Reports on security received from posts covering current events, incidents, investigative statistics, projects, threats, and other related subjects.

Disposition: Temporary. Cut off file at end of calendar year. Destroy 1 year after cutoff. Supersedes N1-059-94-43, item 83.

DispAuthNo: N1-059-11-3, item 7

Date Edited: 3/11/2013

A-11-017-08 DS/IP Responses to Regulatory Agencies Files

Description: Consists of a compilation of minutes, inquiries, and responses, notes, working files and copies of final reports from the Office of Inspector General (OIG), the General Accounting Office (GAO) and the Commission on Wartime Contracting (CWC) providing information on U.S. embassy security contracts in Afghanistan and Iraq, audits of the design and construction of the new embassy compounds, and detailed information GAO engagements/assignments for Iraq Reconstruction.

a. Record Copy (electronic)

Disposition: Temporary. Cut off in year in which signed. Transfer to RSC and destroy when 7 years old.

DispAuthNo: N1-059-11-3, item 8

Date Edited: 3/11/2013

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A-11-017-09	SmartPay Worldwide Purchase Card (Government Credit Card)
Description:	Copies of monthly cardholder credit card statements and Designated Billing Official invoices, receipts, and related supporting documentation. Copies of reconciled/signed cardholder Monthly Credit Card Statements are maintained by both the Cardholder and Charleston (as the domestic finance office of DBO) and the FMO at each Post (for overseas records). a. Transactions that exceed \$3,000
Disposition:	TEMPORARY: Destroy when 6 (six) years and 3 (three) months after payment. The DBO or FMO retains copies of the reconciled monthly invoices for the same period of time.
DispAuthNo:	GRS 6, item 1a Date Edited: 3/11/2013
A-11-017-10	SmartPay Worldwide Purchase Card (Government Credit Card)
Description:	Copies of monthly cardholder credit card statements and Designated Billing Official invoices, receipts, and related supporting documentation. Copies of reconciled/signed cardholder Monthly Credit Card Statements are maintained by both the Cardholder and Charleston (as the domestic finance office of DBO) and the FMO at each Post (for overseas records). b. Transactions that under \$3,000
Disposition:	TEMPORARY: Destroy after GAO audit or when 3 (three) years old, whichever is sooner.
DispAuthNo:	N1-059-96-29, item 1 Date Edited: 3/11/2013
A-11-017-11	Inventory Requisition Files
Description:	Requisitions for supplies and equipment for current inventory. a. Stockroom copy
Disposition:	Temporary. Destroy 2 years after completion or cancellation of requisition.
DispAuthNo:	GRS 3, item 8a Date Edited: 3/11/2013
A-11-017-12	Inventory Files
Description:	Inventory lists
Disposition:	Temporary. Destroy 2 years from date of list.
DispAuthNo:	GRS 3, item 9a Date Edited: 3/11/2013

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A-11-017-13	Classified Document Container Security Files
Description:	Forms or lists used to record safe and padlock combinations, names of individuals knowing combinations, and comparable data used to control access into classified document containers
Disposition:	Temporary. Destroy when superseded by a new form or list or upon turn-in of containers.
DispAuthNo:	GRS 18, item 7a
Date Edited:	3/11/2013
A-11-017-14	Personal Property Accountability Files
Description:	Reports, loss statements, receipts, and other documents relating to lost and found articles.
Disposition:	Temporary. Destroy when 1 year old.
DispAuthNo:	GRS 18, item 15b
Date Edited:	3/11/2013
A-11-017-15	Budget Estimates and Justifications
Description:	Budget estimates and justifications prepared or consolidated by bureaus and their subordinate organizational units.
Disposition:	Temporary. Destroy 3 years after close of fiscal year covered.
DispAuthNo:	NC1-059-77-26, item 9
Date Edited:	3/11/2013
A-11-017-16	Budget Background Records
Description:	Cost statements, rough data and similar materials accumulated in the preparation of annual budget estimates, including duplicates of budget estimates and justifications and related appropriation language sheets, narrative statements, and related schedules; and originating offices' copies of reports submitted to budget offices.
Disposition:	Temporary. Destroy 1 year after the close of the fiscal year covered by the budget.
DispAuthNo:	GRS 5, item 2
Date Edited:	3/11/2013
A-11-017-17	Time and Attendance Source Records
Description:	All time and attendance records upon which leave input data is based, such as sign-in sheets; DS-1194, Time and Attendance Reports; JF-56, Authorization of Premium Compensation; DS-1734M, Tatel/PC (draft and final report); DS-1216, Leave Statements; flextime records, and leave applications for jury and military duty. Records may be in either electronic or paper form.
Disposition:	Temporary. Block files annually. Retire yearly accumulations of one box or more to RSC when no longer needed for transfer to WNRC. Destroy after GAO audit or when 6 years old, whichever is sooner.
DispAuthNo:	GRS 2, item 7
Date Edited:	3/11/2013

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Office of Overseas Protective Operations

A-11-019-01a Security Incident Management Analysis System (SIMAS)

Description: a. Master File

SIMAS is a system application which allows users to enter and analyze surveillance and crime related information collected by government and foreign service personnel at U.S. Government facilities worldwide. SIMAS enables DoS staff to determine patterns of security incidents, share information with other posts, and enable Regional Security Officers (RSOs) to implement and manage counter-measures and analysis programs. Data captured includes descriptive information about suspects, vehicles, objects, criminals, and incidents/activities.

Disposition: TEMPORARY. Delete/destroy master file data 25 years after incident or when no longer needed for security purposes, whichever is later.

DispAuthNo: N1-059-09-18, item 1a **Date Edited:** 9/8/2011

A-11-019-01b Security Incident Management Analysis System (SIMAS)

Description: b. Input/Source Records

Hard copy (non-electronic) documents or forms designed and used solely to create update, or modify the records in an electronic medium and not required for audit or legal purposes (such as need for signatures) and not previously scheduled for permanent retention in NARA-approved agency records schedule.

Disposition: TEMPORARY. Destroy after the information has been converted to an electronic medium and verified, when no longer needed for legal or audit purposes, or to support the reconstruction of, or serve as the backup to, the electronic records.

DispAuthNo: GRS 20, item 2a(4) **Date Edited:** 9/8/2011

A-11-019-01c Security Incident Management Analysis System (SIMAS)

Description: c. Input/Source Records

Electronic records entered into the system during an update process, and not required for audit and legal purposes and electronic records received from other agencies.

Disposition: TEMPORARY. Delete when data have been entered into the master file or database and verified, or when no longer required to support reconstruction of, or serve as backup to, a master file or database, whichever is later.

DispAuthNo: GRS 20, item 2b and 2c **Date Edited:** 9/8/2011

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A-11-019-01d	Security Incident Management Analysis System (SIMAS)
Description:	d. Outputs Electronic file consisting solely of records extracted from a single master file or database that is disposable under GRS 20 or approved deletion by a NARA-approved disposition schedule, EXCLUDING extracts that are: Produced as disclosure-free files allow public access to the data or; Produced by an extraction process which changes the informational content of the source master file or database; which may not be destroyed before security NARA approval.
Disposition:	TEMPORARY. Delete when the agency determines that they are no longer needed for administrative, legal, audit or other operational purposes.
DispAuthNo:	GRS 20, item 5
	Date Edited: 9/8/2011
A-11-019-01e	Security Incident Management Analysis System (SIMAS)
Description:	e. Outputs Printouts derived from electronic records created on an ad-hoc basis for reference purposes or to meet day-to-day business needs.
Disposition:	TEMPORARY. Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes, provided the printouts do not contain substantive information, such as substantive annotations, that is not included in the electronic records. (Printouts that contain substantive information should be disposed of in accordance with the NARA-approved schedule that covers the series in which they are filed.)
DispAuthNo:	GRS 20, item 16
	Date Edited: 9/8/2011
A-11-019-01f	Security Incident Management Analysis System (SIMAS)
Description:	f. System Backups System backups and Tape Library Records. Backup tapes maintained for potential system restoration in the event of system failure or other unintentional loss of data.
Disposition:	TEMPORARY. Delete/destroy incremental backup tapes when second and subsequent backup is verified as successful or when no longer needed.
DispAuthNo:	GRS 24, item 4a(1)
	Date Edited: 9/8/2011

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A-11-019-01g	Security Incident Management Analysis System (SIMAS)
Description:	g. System Documentation Includes systems requirements, system design, and user guides.
Disposition:	TEMPORARY. Destroy or delete when superseded or obsolete, or upon authorized deletion of the related master file or data base, or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is latest.
DispAuthNo:	GRS 20, item 11a(1) Date Edited: 9/8/2011
A-11-019-02	Incident Reports
Description:	Copies of reports on acts/omissions that might adversely affect safety or security e.g., hostile actions, attacks, bombings, injuries, deaths, and other such events.
Disposition:	Temporary. Cutoff at end of calendar year. Retain in office. Destroy 10 years after cutoff.
DispAuthNo:	DAA-0059-2011-0001-0001 Date Edited: 4/11/2013
A-11-019-03	Tracking and Control Records - Processing Roster
Description:	Logs, registers, and other records used to control or document the status of individuals assigned to overseas posts including personal biographic information (to include personally identifiable information (PII), security clearance, Common Access Card (CAC), country clearance, passport, spot incident reports, adjustment data and other documents such as visa and review board denials. (No new records are added to this series; the functions were transferred to the High Threat Integrated Tracking System-HITS).
Disposition:	Temporary. Series discontinued. Destroy all records in 2022.
DispAuthNo:	DAA-0059-2011-0001-0002 Date Edited: 4/11/2013
A-11-019-04	Personal Data Checklist
Description:	DS employee records on biographic information, resumes, itineraries, training, passports, visas, clearances, and qualification and biographic worksheets.
Disposition:	Temporary. Cutoff after separation or transfer of employee. Destroy 1 year after cutoff.
DispAuthNo:	DAA-0059-2011-0001-0003 Date Edited: 4/11/2013

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A-11-019-05	Central Repository Files
Description:	Consists of records to included but not limited to data adjustments, biographic information, resumes, incident reports, letters of authorization, historic files, monthly reports, Appendix Z activities, muster sheets; and other documents relating to personnel staffing and contractor compliance. Includes excel spreadsheets and electronic mail on task orders and visas.
Disposition:	Temporary. Cutoff at end of calendar year. Retain in office. Destroy 10 years after cutoff.
DispAuthNo:	DAA-0059-2011-0001-0004
Date Edited:	4/11/2013
A-11-019-06	Program Standards and Policy Files
Description:	Drafted security program standards and policy documents submitted to DS/MGT/PPD which lead to their publication in Foreign Affairs Manuals (FAM) and Foreign Affairs Handbook (FAH). These documents pertain to the OPO High Threat Protection, Local Guard, Residential Security and Surveillance Detection programs.
Disposition:	Temporary. Cutoff when drafted documents are published. Destroy when no longer needed.
DispAuthNo:	DAA-0059-2011-0001-0005
Date Edited:	4/11/2013
A-11-019-07	Surveillance Detection (SD) Operations Plans
Description:	Records on Facility/Area Analysis studies for identification of vulnerabilities of the facility, the facility Red Zone (hostile surveillance area) and resulting (SD) positions and cover; and other documents such as maps, diagrams and photographs (as required).
Disposition:	Temporary. Destroy when no longer needed or superseded.
DispAuthNo:	DAA-0059-2011-0001-0006
Date Edited:	4/11/2013
A-11-019-08	Surveillance Detection (SD) Management Plans
Description:	Records on organizational structure, equipment inventory procedures, annual budget, maintenance and replacement procedures, roles and mission, general orders, Standard Operating Procedures (SOPs) work schedules, written justification for funding requests.
Disposition:	Temporary. Destroy when no longer needed or superseded
DispAuthNo:	DAA-0059-2011-0001-0007
Date Edited:	4/11/2013

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A-11-019-09 Program Assistance Visits

Description: Evaluation and assessment reports of local guard, residential security, surveillance detection, and high threat protection security program; of new equipment and protective security standards; and other documentation such as resource requirements and recommendations for correction and actions taken.

Disposition: Temporary. Cutoff at end of fiscal year. Destroy 7 years after cutoff.

DispAuthNo: DAA-0059-2011-0001-0008 **Date Edited:** 4/12/2013

A-11-019-10 Program Management Review (PMR) Post Operations Checklist and Reports

Description: Records on program reviews and post operation s checklist files relating to the four Office of Overseas Protective Operations (OPO) Security Programs to include: high threat protection, local guard residential security, and surveillance detection. In addition, reports on the final documents relating to the four Office of Overseas Protective Operations (OPO) Security Programs activities.

Disposition: Temporary. Cutoff at end of fiscal year. Destroy 7 years after cutoff.

DispAuthNo: DAA-0059-2011-0001-0009 **Date Edited:** 4/11/2013

A-11-019-11 DS/IP Policy/Program File

Description: Ambassadorial and other high level dignitaries briefing materials to include: budget projections, general information, action and decision memorandums; and briefing material relating to the four Office of Overseas Protective Operations (OPO) Security Programs to include: high threat protection, local guard, residential security and surveillance detection.

Disposition: Temporary. Cutoff file at end of fiscal year. Destroy 2 years cutoff.

DispAuthNo: DAA-0059-2011-0001-0010 **Date Edited:** 4/11/2013

A-11-019-12 Training Activities File - Arranged by Activity Number within a Fiscal Year

Description: Documents related to the implementation of specific training assistance, including but not limited to relevant emails and cables, participants rosters and itineraries, training provider task orders, training evaluation reports, program officer evaluation reports, escort reports, and incident reports.

Disposition: Temporary. Cutoff at end of fiscal year. Destroy 5 years after cutoff.

DispAuthNo: DAA-0059-2011-0001-0011 **Date Edited:** 4/11/2013

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A-11-019-13	Post Folders - Local Guard and Residential Security - Arranged by Region/Posts
Description:	Correspondence, memorandums, reports, and telegrams on post security activities covering ambassador briefings, anti-terrorist assistance, buildings and ground, crimes, crisis management, emergency action committees, local guards, management inspections, post profile reports, protection, RSO travel, security committees and groups, surveys, technical security, terrorism, threats, U.S. Marines, and other related subjects such as: Cables and electronic mail for the Local Guards, Residential Security and Surveillance Detection and High Threat Protection Security Programs; and other miscellaneous documents relating to subject.
Disposition:	Temporary. Cutoff at end of fiscal year. Destroy when 3 years old. Supersedes N1-059-94-43; item 85:A-11-004-41
DispAuthNo:	DAA-0059-2011-0001-0012
Date Edited:	4/11/2013
A-11-019-14	Budget Background Records
Description:	Costs statements, rough order of magnitude data estimates and similar materials accumulated in the preparation of annual budget estimates, including iterations of budget estimates and supporting justifications and related appropriation language sheets, narrative statements, and related schedules; and originating office's copies of reports submitted to bureau budget offices.
Disposition:	Temporary. Cutoff file at end of fiscal year. Destroy 3 years after the close of the fiscal year covered by the budget.
DispAuthNo:	DAA-0059-2011-0001-0013
Date Edited:	4/11/2013
A-11-019-15	Routine Procurement and Contract Files
Description:	Copies of contracts, requisitions, purchase orders, leases, and bond and surety records and including but not limited to, related papers pertaining to award, administration, receipt, inspection and payment. a. Other copies
Disposition:	Temporary. Cutoff at closure of contract. Destroy one (1) year after termination or completion.
DispAuthNo:	DAA-0059-2011-0001-0014
Date Edited:	4/11/2013

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A-11-019-16a	High Threat Integrated Tracking System - HITS
Description:	Master Files: Security Contractor Personnel Vetting System. System incorporates multiple databases containing contractor biographies, security qualifications, individual training, awards and derogatory entries. Includes PII of U.S. and foreign security contractors.
Disposition:	Temporary. Cutoff when contract ends or employment terminated. Delete system data when 20 years old.
DispAuthNo:	DAA-0059-2011-0001-0015 Date Edited: 4/11/2013
A-11-019-16b	High Threat Integrated Tracking System - HITS
Description:	Inputs/Source Records: Hard copy (non-electronic) documents or forms designed and used solely to create, update, or modify the records in an electronic medium and not required for audit or legal purposes (such as need for signature) and not previously scheduled for permanent retention in an NARA-approved agency records schedule.
Disposition:	Temporary. Destroy after the information has been converted to an electronic medium and verified, when no longer needed for legal or audit purposes, or to support the reconstruction of, or serve as the backup to, the electronic records.
DispAuthNo:	GRS 20, item 2a(4) Date Edited: 4/11/2013
A-11-019-16c	High Threat Integrated Tracking System - HITS
Description:	Inputs/Source Records: Electronic records entered into the system during an update process, and not required for an audit and legal purposes and electronic records received from other agencies.
Disposition:	Temporary. Delete when data have been entered into the master file or database and verified, or when no longer required to support reconstruction of, or serve as backup to, a master file or database, whichever is later.
DispAuthNo:	GRS 20, item 2b Date Edited: 4/11/2013

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A-11-019-16d	High Threat Integrated Tracking System - HITS
Description:	Outputs: Electronic files consisting solely of records extracted from a single master file or data base that is disposable under GRS 20 or approved for deletion by a NARA-approved disposition schedule, EXCLUDING extracts that are: Produced as an extraction process which changes the informational content of the source master file or data base; which may not be destroyed before securing NARA approval.
Disposition:	Temporary. Delete when the agency determines that they are no longer needed for administrative, legal, audit or other operational purposes.
DispAuthNo:	GRS 20, item 5 Date Edited: 4/11/2013
A-11-019-16e	High Threat Integrated Tracking System - HITS
Description:	Systems Backups: System Backups and Tape Library Records. backup tapes maintained for potential system restoration in the event of system failure or other unintentional loss of data.
Disposition:	Temporary. Delete/destroy incremental backup tapes when second and subsequent backup is verified as successful or when no longer needed for system restoration, whichever is later.
DispAuthNo:	GRS 24, item 4a(1) Date Edited: 4/11/2013
A-11-019-16f	High Threat Integrated Tracking System - HITS
Description:	System Documentation: Includes systems requirements, system design, and user guides.
Disposition:	Temporary. Destroy/delete when superseded or obsolete, or upon authorized deletion of the related master file of data base, or upon destruction of the output of the system if the output is needed to protect legal rights, whichever is later.
DispAuthNo:	GRS 20, item 11a(1) Date Edited: 4/11/2013

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A-11-019-17 Congressional Correspondence Files

Description: Documents reflect Department testimonies and speeches, prepared press guidance, memos prepared for the Bureau on legislative action of interest, responses to congressional requests, legislative referral memos requesting the Department's views on pending legislation, testimonies of other agencies or bills proposed by other agencies and related correspondence.

Disposition: Temporary. Cutoff at end of fiscal year. Destroy when 2 years old.

DispAuthNo: N1-059-94-19, item 9 **Date Edited:** 4/11/2013

A-11-019-18 Classified Document Inventory Files

Description: Forms, ledgers, or registers used to show identity, internal routing, and final disposition made of classified documents, but exclusive of classified document receipts and destruction certificates and documents relating to Top Secret material covered elsewhere in the schedule.

Disposition: Temporary. Destroy when 2 years old.

DispAuthNo: GRS 18, item 4 **Date Edited:** 4/11/2013

A-11-019-19 Top Secret Accounting and Control Files

Description: a. Registers maintained at control points to indicate accountability of Top Secret documents, reflecting the receipt, storage, dispatch, or destruction of the documents. Also included are OF-123 Forms, Top Secret Document Inventory Record, and OF-119 Forms, and Records of Material Removed for Overnight Custody.

Disposition: Temporary. Destroy 5 years after documents shown on forms are downgraded, transferred or destroyed.

DispAuthNo: GRS 18, item 5a **Date Edited:** 4/11/2013

A-11-019-20 Top Secret Accounting and Control Files

Description: a. Forms accompanying documents to ensue continuing control, showing names of persons handling the documents, intra-office routing, and comparable data. Includes OF-115, Top Secret Cover Sheets, and OF-112 Forms, and Classified Material Receipts.

Disposition: Temporary. Destroy when related document is downgraded, transferred or destroyed.

DispAuthNo: GRS 18, item 5b **Date Edited:** 4/11/2013

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A-11-019-21	Classified Document Container Security Files
Description:	a. Forms or lists used to record safe and padlock combinations, names of individuals knowing combinations, and comparable data used to control access into classified document containers.
Disposition:	Temporary. Destroy when superseded by a new form or list or upon turn-in of containers.
DispAuthNo:	GRS 18, item 7a
Date Edited:	4/11/2013
A-11-019-22	Classified Document Container Security Files
Description:	b. Forms placed on safes, cabinets, or vaults containing security classified documents that record opening, closing, and routine checking of the security of the container, such as locking doors and windows, and activating alarms. Included are such forms as SF 701, Activity Security Checklist, and SF 702, Security Container Checklist Sheet.
Disposition:	Temporary. Destroy 3 months following the last entry on the form. Note: Forms involved in investigations will be retained until completion of the investigation
DispAuthNo:	GRS 18, item 7b
Date Edited:	4/11/2013
A-11-019-23	Security Violations Files
Description:	b. All other files, exclusive of documents placed in official personnel files.
Disposition:	Temporary. Destroy 2 years after completion of final action.
DispAuthNo:	GRS 18, item 24b
Date Edited:	4/11/2013
A-11-019-24	Contract Task Orders
Description:	Statements of Work, contract modifications, cost analysis and Task Order Management Plans (TOMP). Files also serve as Contracting Officers Representative (COR) file.
Disposition:	Temporary. Destroy with related contract case files.
DispAuthNo:	GRS 3, item 5a
Date Edited:	4/11/2013

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A-11-019-25 Tracking and Control Records

Description: Logs, registers, and other records used to control or document the status of correspondence, and other records on local guards, residential security, surveillance detection and high threat protection security programs, finance, contracting information and other documentation such as new contract awards that are authorized for destruction by the GRS or NARA-approved SF 115.

Disposition: Temporary. Destroy/delete when 2 years old, or 2 years after the date of the latest entry, whichever is later

DispAuthNo: GRS 23, item 8

Date Edited: 4/11/2013

A-11-019-26 Motor Vehicle Correspondence Files

Description: Correspondence in the operating unit responsible for maintenance and operation of motor vehicles not otherwise covered in this schedule.

Disposition: Temporary. Destroy when 2 years old.

DispAuthNo: GRS 10, item 1

Date Edited: 4/11/2013

A-11-019-27 Time and Attendance Source Records

Description: All time and attendance records upon which leave input data is based, such as sign-in sheets; DS-1194, Time and Attendance Reports; JF-56, Authorization of Premium Compensation; DS-1734M, Tatel/PC (draft and final report); DS-1216, Leave Statements; flextime records, and leave applications for jury and military duty. Records may be in either electronic or paper form.

Disposition: Temporary. Block files annually. Retire yearly accumulations of one box or more to RSC when no longer needed for transfer to WNRC. Destroy after GAO audit or when 6 years old, whichever.

DispAuthNo: GRS 2, item 7

Date Edited: 4/11/2013

A-11-019-28 Correspondence/Working Files

Description: Reference copies of memorandums, letters, official correspondence, power point presentations, briefings on program, excel spreadsheets, cost estimates, word documents on awards, copies of action memorandums, and other electronic records used solely for reference purposes. (Official copy retain in subordinate office(s)).

Disposition: Temporary. Cutoff at end of fiscal year. Destroy 3 years after cutoff.

DispAuthNo: Non-Record

Date Edited: 4/11/2013

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A-11-019-29 Reference Files - Arranged by Posts

Description: Files contain copies of budget cables, financial plans, recoveries, cables on policy, procedures and issues, post specific issues, reference materials, Foreign Affairs Handbook (FAH), Advice of allotment (AOA), Program Management Review (PMR), ICASS and other documents used solely for reference purposes. (Official copy retained in subordinate office(s)).

Disposition: Temporary. Destroy when no longer needed

DispAuthNo: Non-Record

Date Edited: 4/11/2013

Threat Investigations and Analysis Directorate - Front Office

A-11-020-01 Program and Policy Files

Description: The files include documents related to the feasibility and establishment of the Directorate including an action memorandum related to an impact assessment on the new Directorate. Files also contain information that documents the day-to-day decisions and policies of the organization and includes reports, memoranda, and e-mails.

Disposition: PERMANENT. Cutoff at the end of the calendar year. Retain in office area for 5 years and retire to Records Service Center. Transfer to the National Archives when 25 years old in a format acceptable at that time.

DispAuthNo: N1-059-10-23, item 1

Date Edited: 9/8/2011

A-11-020-02 Project Planning Files

Description: Files contain administrative project planning records, implementation schedules, etc., related to a variety of evolving DSS/TIA projects.

Disposition: TEMPORARY. Cutoff after project is completed. Retain 5 years after project is completed and then destroy/delete.

DispAuthNo: N1-059-10-23, item 2

Date Edited: 9/8/2011

A-11-020-03 Subject Files

Description: Files consist of copies of action items approved by the Director and forwarded to designees such as the Secretary and Assistant Secretary. Contains threat assessments, investigative reports, agency-to-agency memorandums of understanding, and IT inventory requests. Filed by subject and office. Record copy is maintained by action office.

Disposition: TEMPORARY. Retain for 5 years and then destroy/delete

DispAuthNo: N1-059-10-23, item 3

Date Edited: 9/8/2011

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Office of Intelligence and Threat Analysis

A-11-021-01 Regional/Geographic Threat Assessments (WHA, NEA, EUR, AF and SCA)

Description: Contains material related to responses to requests for threat assessments against Americans, U.S. diplomatic and consular personnel and facilities overseas. Conduct real-time threat assessment to support operational and policy decision making and conducts trend analyses and case studies of acts of terrorism, political violence, and crime. Email reports are produced and disseminated to requesters only and copies are produced in cable form for storage in the State Archiving System (SAS).

Disposition: TEMPORARY. Destroy/delete when 5 years old or when no longer needed whichever is longer.

DispAuthNo: N1-059-10-24, item 1 **Date Edited:** 9/8/2011

A-11-021-02 Security Environment Threat List

Description: Contains Composite Threat List, which reflects categories of security threat. Lists are prepared twice annually and distributed via cable to requester and State Archiving System (SAS).

Disposition: TEMPORARY. Destroy/delete when 20 years old.

DispAuthNo: N1-059-10-24, item 2 **Date Edited:** 9/8/2011

A-11-021-03 Annual Report on Political Violence Against Americans

Description: One copy of each publication dealing with a comprehensive picture of the broad spectrum of political violence that American citizens and interests have encountered abroad on an annual basis.

Disposition: PERMANENT. Cutoff at end of calendar year. Retire in 10-year blocks to RSC. Transfer 10-year blocks to the National Archives when 25 years old. supersedes N1-059-92-19, item 2a.

DispAuthNo: N1-059-10-24, item 3 **Date Edited:** 9/8/2011

A-11-021-04 Time and Attendance Source Records

Description: All time and attendance records upon which leave input data is based, such as sign-in sheets; DS-1194, Time and Attendance Reports; JF-56, Authorization of Premium Compensation; DS-1734M, TATEL/PC (draft and final report); DS-1216, Leave Statements; flextime records, and leave applications for jury duty and military duty. Records may be in either electronic or hard copy form

Disposition: The following disposition is temporarily suspended due to the AFGE litigation hold. These records may not be destroyed until further notice. Block files annually. Retire annually to the Records Service Center for transfer to WNRC. Destroy/delete after GAO audit or when 6 years old, whichever is sooner.

DispAuthNo: GRS 2, item 7 **Date Edited:** 9/8/2011

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A-11-021-05a	Leave Slips-Application for Leave, OPM-71, or Requests for and Approvals of leave
Description:	a. If timecard or TATEL, DS-1734M draft has been initiated by employee.
Disposition:	The following disposition is temporarily suspended due to the AFGE litigation hold. These records may not be destroyed until further notice. Destroy/delete leave slip at end of following pay period.
DispAuthNo:	GRS 2, item 6a Date Edited: 9/8/2011
A-11-021-05b	Leave Slips-Application for Leave, OPM-71, or Requests for and Approvals of leave
Description:	b. If timecard or TATEL draft has not been initiated by employee.
Disposition:	The following disposition is temporarily suspended due to the AFGE litigation hold. These records may not be destroyed until further notice. Destroy/delete leave slip after GAO audit or when 3 years old, whichever is sooner.
DispAuthNo:	GRS 2, item 6b Date Edited: 9/8/2011
A-11-021-06a	Motor Vehicle Operation and Maintenance Files
Description:	a. Operating records including those relating to gas and oil consumption, dispatching, and scheduling.
Disposition:	Destroy/delete when 3 months old.
DispAuthNo:	GRS 10, item 2a Date Edited: 9/8/2011
A-11-021-06b	Motor Vehicle Operation and Maintenance Files
Description:	b. Maintenance records including those relating to service and repair.
Disposition:	Destroy/delete when 1 year old.
DispAuthNo:	GRS 10, item 2b Date Edited: 9/8/2011

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Command Center

A-11-022-01 Spot Reports

Description: File contains reports processed as to provide information that is an up-to-the-minute snapshot of what is going on domestically and overseas. Reports are produced to advise the Secretary of State and other officials of threats and incidents and are used as a trend and analysis tool for ITA.

Disposition: TEMPORARY. Destroy/delete when 10 years old or when no longer needed, whichever is sooner.

DispAuthNo: N1-059-10-25, item 1

Date Edited: 6/23/2011

A-11-022-02 Diplomatic Security Daily

Description: Consists of a culmination of information prepared by multiple DS offices and produced by the Command Center on a daily basis, Monday - Friday. Reports are classified and are edited and maintained electronically in cable form minus pictures and other graphics in PDF format.

Disposition: TEMPORARY. Destroy/delete when 30 years old.

DispAuthNo: N1-059-10-25, item 2

Date Edited: 6/23/2011

A-11-022-03 SmartPay Worldwide Purchase Card (Government Credit Card) Files - Arranged by fiscal year

Description: Copies of monthly credit card statements, receipts, and related documentation.

NOTE: Signed original of Monthly Credit Card Statement is maintained by the Office of Finance for 6 years and 3 months (GRS 6, item 1a). Supersedes the International Merchant Purchase Authorization Card (I.M.P.A.C.) program.

Disposition: TEMPORARY: Destroy after GAO audit or when 3 years old, whichever is sooner.

DispAuthNo: N1-059-96-29, item 1

Date Edited: 6/23/2011

A-11-022-04 Time and Attendance Source Records

Description: All time and attendance records upon which leave input data is based, such as sign-in sheets; DS-1194, Time and Attendance Reports; JF-56, Authorization of Premium Compensation; DS-1734M, TATEL/PC (draft and final report); DS-1216, Leave Statements; flextime records, and leave applications for jury duty and military duty. Records may be in either electronic or hard copy form.

Disposition: The following disposition is temporarily suspended due to the AFGE litigation hold. These records may not be destroyed until further notice.
Block files annually. Retire annually to the Records Service Center for transfer to WNRC. Destroy/delete after GAO audit or when 6 years old, whichever is sooner.

DispAuthNo: GRS 2, item 7

Date Edited: 6/23/2011

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A-11-022-05a	Leave Slips-Application for Leave, OPM-71, or Requests for and Approvals of leave
Description:	a. If timecard or TATEL, DS-1734M draft has been initiated by employee.
Disposition:	The following disposition is temporarily suspended due to the AFGE litigation hold. These records may not be destroyed until further notice. Destroy/delete leave slip at end of following pay period.
DispAuthNo:	GRS 2, item 6a Date Edited: 6/23/2011
A-11-022-05b	Leave Slips-Application for Leave, OPM-71, or Requests for and Approvals of leave
Description:	b. If timecard or TATEL draft has not been initiated by employee.
Disposition:	The following disposition is temporarily suspended due to the AFGE litigation hold. These records may not be destroyed until further notice. Destroy/delete leave slip after GAO audit or when 3 years old, whichever is sooner.
DispAuthNo:	GRS 2, item 6b Date Edited: 6/23/2011
A-11-022-06a	Motor Vehicle Operation and Maintenance Files
Description:	a. Operating records including those relating to gas and oil consumption, dispatching, and scheduling.
Disposition:	Destroy/delete when 3 months old.
DispAuthNo:	GRS 10, item 2a Date Edited: 6/23/2011
A-11-022-06b	Motor Vehicle Operation and Maintenance Files
Description:	b. Maintenance records, including those relating to service and repair.
Disposition:	Destroy/delete when 1 year old.
DispAuthNo:	GRS 10, item 2b Date Edited: 6/23/2011

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Rewards for Justice Program

A-11-023-01 Rewards for Justice Counter-Terrorism Information Files

Description: Files may contain original memos from USG federal agencies nominating sources, Action Memoranda, Backgrounders (containing Interagency Rewards Committee (IRC) recommendation and vote outcome for the Secretary of State's approval), minutes from IRC meetings, letters to the Attorney General for his/her concurrence, Reward Program Participant (RPP) receipts, reports to Congress, and any additional correspondence with the source or nominating agency. Arrange files according to the year the RPP was first nominated and the sequence in which the RPP was first brought to the attention of the RFJ program, i.e., Rewards Program Participant 10-01 denotes the year 2010 and the first source of the year. Arranged by fiscal year.

Case Files

Disposition: PERMANENT. Retain in office. Transfer to National Archives 25 years after case is closed. (Supersedes NARA job number N1-059-94-43, item 78 and N1-059-94-43, items 76a, 76b, and 76c).

DispAuthNo: N1-059-10-26, item 1

Date Edited: 11/7/2011

A-11-023-02 Rewards for Justice (RFJ) Files for Terrorists Who Are Added or Removed from the RFJ Most Wanted List

Description: Files may contain the original request from USG agencies requesting the addition or removal of a terrorist from the RFJ Programs Most Wanted List and, e-mails pertaining to the same subject, Action Memoranda, Backgrounders, and any related intelligence reports pertaining to the same issue. Arrange files by calendar year and then alphabetically within each year.

Case Files

Disposition: PERMANENT. Retain in office. Transfer to National Archives 25 years after case is closed. (Supersedes N1-059-94-43, items 76a, 76b, and 76c(2)).

DispAuthNo: N1-059-10-26, item 2

Date Edited: 11/7/2011

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A-11-023-03a(1)	Publicity Material
Description:	Contains posters, brochures, matchbooks/matchboxes, CDs, DVDs, and other hardcopy items used to promote the RFJ Program. a. Posters, brochures, and other hardcopy items. (1) Record Set - Contains copy of each poster, brochure, and printed artwork for non-standard publicity or promotional materials (e.g. matchbooks/match boxes, etc.) or other hardcopy items.
Disposition:	PERMANENT: Cutoff annually by fiscal year. Retain copies of publicity materials as needed. Retire 2 copies of each promotional material to RSC at the end of each fiscal year. Transfer to National Archives in 5 year blocks when 5 years old and in a format acceptable to National Archives at the time of transfer. (Supersedes N1-059-94-43, item 79a (1)).
DispAuthNo:	N1-059-10-26, item 3a(1) Date Edited: 11/10/2011
A-11-023-03a(2)	Publicity Material
Description:	Contains posters, brochures, matchbooks/matchboxes, CDs, DVDs, and other hardcopy items used to promote the RFJ Program. a. Posters, brochures, and other hardcopy items. (2) Rewards for Justice Office Copy
Disposition:	TEMPORARY: Maintain one set in the RFJ storage room in designated RFJ historical media portfolios (large black cases). Retain until no longer needed for reference and destroy.
DispAuthNo:	Non-Record Date Edited: 11/10/2011
A-11-023-03a(3)	Publicity Material
Description:	Contains posters, brochures, matchbooks/matchboxes, CDs, DVDs, and other hardcopy items used to promote the RFJ Program. a. Posters, brochures, and other hardcopy items. (3) Diplomatic Security's Public Affairs Office (DS/PA) Copy
Disposition:	TEMPORARY. Provide one set to DS/PA for their retention.
DispAuthNo:	Non-Record Date Edited: 11/10/2011

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A-11-023-03a(4)	Publicity Material
Description:	Contains posters, brochures, matchbooks/matchboxes, CDs, DVDs, and other hardcopy items used to promote the RFJ Program. a. Posters, brochures, and other hardcopy items. (4) All other copies
Disposition:	TEMPORARY. Destroy when no longer needed. (Supersedes N1-059-94-43, item 79a (2)).
DispAuthNo:	Non-Record
	Date Edited: 11/10/2011
A-11-023-04b(1)a	Audio-Visual Materials
Description:	(1) English language version of audio and video productions a. One copy in a professional audio-visual format.
Disposition:	PERMANENT. Cutoff annually by fiscal year. Retain copies of audio-visual materials as needed. Transfer one copy of each A/V production to the National Archives when 5 years old in a format acceptable at the time of transfer. (Supersedes N1-059-94-43, item 79b (1) (a)).
DispAuthNo:	N1-059-10-26, item 4b(1)(a)
	Date Edited: 11/10/2011
A-11-023-04b(1)b	Audio-Visual Materials
Description:	(1) English language version of audio and video productions b. Rewards for Justice Office Copy
Disposition:	TEMPORARY. Maintain one set in the RFJ storage room in CD and DVD case. Destroy when no longer needed.
DispAuthNo:	Non-Record
	Date Edited: 11/10/2011
A-11-023-04b(1)c	Audio-Visual Materials
Description:	(1) English language version of audio and video productions c. Diplomatic Security's Public Affairs Office (DS/PA) Copy
Disposition:	TEMPORARY. Provide one set to DS/PA for their retention.
DispAuthNo:	Non-Record
	Date Edited: 11/10/2011

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A-11-023-04b(1)d **Audio-Visual Materials**

Description: (1) English language version of audio and video productions
d. All other copies

Disposition: TEMPORARY. Destroy when no longer needed. (Supersedes N1-059-94-43, item 79b(2)).

DispAuthNo: Non-Record

Date Edited: 11/10/2011

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Overseas Security Advisory Council

A-11-024-01 Overseas Security Advisory Council (OSAC) Website (www.osac.gov)

Description: The OSAC website is operated and maintained by the State Department's Bureau of Diplomatic Security, Chief Technology Office. Established in 2005, the current website was significantly enhanced to incorporate state of the art technology and constituent feedback. It is the focal point for the exchange of unclassified information between the U.S. Government and the private sector on security-related incidents and threats overseas.

Disposition: N/A

DispAuthNo: N/A

Date Edited: 6/22/2011

A-11-024-01a Overseas Security Advisory Council (OSAC) Website (www.osac.gov)

Description: a. Content Records

Information accessible from the website include Department of State Travel Warnings and Public Announcements; daily security related news articles; overseas reports on security and crime incidents; terrorist group profiles; timely presentation on current vulnerability, threats, terrorist attacks, and other incidents; general crime information for cities and countries; locations and contacts at U.S. posts overseas; and updates on new or unusual situations. Recent expansion includes cyber threat information, critical incident reporting, and specific traveler information. The critical incident reporting section is interactive for constituents to post incidents and query the database.

Disposition: Temporary. Delete content when superseded by new or updated information.

DispAuthNo: N1-059-10-27, item 1a

Date Edited: 6/22/2011

A-11-024-01b Overseas Security Advisory Council (OSAC) Website (www.osac.gov)

Description: b. Management and Operations Records

Contains records documenting web site operations and maintenance may include such things as web site design documents, management policies and procedures, software-related records, and access logs, site posting logs, search result statistics, and other activity reporting.

Disposition: Temporary. Delete upon discontinuation of web site operation.

DispAuthNo: GRS 20, item 11a(1)

Date Edited: 6/22/2011

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A-11-024-02	Overseas Security Advisory Council (OSAC) File
Description:	File contains correspondence, memorandums, telegrams and publications on overseas security problems covering businesses, business information, charter of OSAC, classified information, coordination, corporations, council members, emergency planning, enterprises, exchange of information facilities families, liaison, meetings other agencies personnel, private, organizations private sector, programs protective security, questionnaires, security awareness, and other related subjects.
Disposition:	N/A
DispAuthNo:	N/A
	Date Edited: 6/22/2011
A-11-024-02a	Overseas Security Advisory Council (OSAC) File
Description:	a. Records documenting the accomplishments of OSAC maintained by Department as OSAC chair. Records relating to: establishment, organization, membership, and policy of OSAC; and records created by OSAC: council agenda and minutes, final reports, monthly activity reports, and related records documenting the accomplishments of OSAC maintained by Department as OSAC chair.
Disposition:	Permanent. Cutoff at the end of the calendar year. Retire to Records Service Center (RSC) 3 years after cutoff date for transfer to WNRC. Transfer to National Archives 30 years after cutoff date.
DispAuthNo:	N1-059-94-43, item 86a
	Date Edited: 6/22/2011
A-11-024-02b	Overseas Security Advisory Council (OSAC) File
Description:	b. All other OSAC records
Disposition:	Destroy 3 years after cutoff date or when no longer needed for reference, whichever is sooner.
DispAuthNo:	N1-059-94-43, item 86b
	Date Edited: 6/22/2011
A-11-024-03	SmartPay Worldwide Purchase Card (Government Credit Card) Files - Arranged by fiscal year
Description:	Copies of monthly credit card statements, receipts, and related documentation. NOTE: Signed original of Monthly Credit Card Statement is maintained by the Office of Finance for 6 years and 3 months (GRS 6, item 1a). Supersedes the International Merchant Purchase Authorization Card (I.M.P.A.C.) program.
Disposition:	TEMPORARY: Destroy after GAO audit or when 3 years old, whichever is sooner.
DispAuthNo:	N1-059-96-29, item 1
	Date Edited: 6/22/2011

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A-11-024-04a	Motor Vehicle Operation and Maintenance Files
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Description:	a. Operating records including those relating to gas and oil consumption, dispatching, and scheduling.
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Disposition:	Destroy/delete when 3 months old.
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DispAuthNo:	GRS 10, item 2a	Date Edited:	6/22/2011
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A-11-024-04b	Motor Vehicle Operation and Maintenance Files
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Description:	b. Maintenance records, including those relating to service and repair.
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Disposition:	Destroy/delete when 1 year old.
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DispAuthNo:	GRS 10, item 2b	Date Edited:	6/22/2011
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Office of Protective Intelligence Investigations

A-11-025-01a	Threat - Case Files - Contains correspondence, reports and other documentation on terrorist, criminal, and other specific threats or actions taken against individuals or property. Arranged by country.
Description:	a. Cases concerning diplomats, American citizens, Department personnel or families, Department facilities or property, and cases of an unusual nature.
Disposition:	PERMANENT. Retire to the Records Service Center (RSC) when no longer needed for use in the office. Transfer to the Washington National Record Center 1 year after received by the RSC. Transfer to the National Archives when 25 years old in a format acceptable at that time.
DispAuthNo:	NC-059-75-2, item 1a Date Edited: 6/23/2011
A-11-025-01b	Threat - Case Files - Contains correspondence, reports and other documentation on terrorist, criminal, and other specific threats or actions taken against individuals or property. Arranged by country.
Description:	b. All other cases.
Disposition:	Destroy/delete when 10 years old.
DispAuthNo:	NC-059-75-2, item 1b Date Edited: 6/23/2011
A-11-025-02	United Nations General Assembly (UNGA) Planning and Preparation Program File
Description:	Correspondence, memorandums, telegrams and other documentation on administrative planning and preparations for UNGA protective operations covering contracts, equipment, hotels, locator lists, protective detail assignments, support agents, and other related subjects. Arranged by TAGS and Terms.
Disposition:	TEMPORARY. Cut off at end of each calendar year. Destroy/delete 3 years after cutoff date.
DispAuthNo:	N1-059-94-43, item 88 Date Edited: 6/23/2011
A-11-025-03	Time and Attendance Source Records
Description:	All time and attendance records upon which leave input data is based, such as sign-in sheets; DS-1194, Time and Attendance Reports; JF-56, Authorization of Premium Compensation; DS-1734M, TATEL/PC (draft and final report); DS-1216, Leave Statements; flextime records, and leave applications for jury duty and military duty. Records may be in either electronic or hard copy form.
Disposition:	The following disposition is temporarily suspended due to the AFGE litigation hold. These records may not be destroyed until further notice. Block files annually. Retire annually to the Records Service Center for transfer to WNRC. Destroy/delete after GAO audit or when 6 years old, whichever is sooner.
DispAuthNo:	GRS 2, item 7 Date Edited: 6/23/2011

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A-11-025-04a	Leave Slips-Application for Leave, OPM-71, or Requests for and Approvals of leave
Description:	a. If timecard or TATEL, DS-1734M draft has been initiated by employee.
Disposition:	The following disposition is temporarily suspended due to the AFGE litigation hold. These records may not be destroyed until further notice. Destroy/delete leave slip at end of following pay period.
DispAuthNo:	GRS 2, item 6a Date Edited: 6/23/2011
A-11-025-04b	Leave Slips-Application for Leave, OPM-71, or Requests for and Approvals of leave
Description:	b. If timecard or TATEL draft has not been initiated by employee.
Disposition:	The following disposition is temporarily suspended due to the AFGE litigation hold. These records may not be destroyed until further notice. Destroy/delete leave slip after GAO audit or when 3 years old, whichever is sooner.
DispAuthNo:	GRS 2, item 6b Date Edited: 6/23/2011
A-11-025-05a	Motor Vehicle Operation and Maintenance Files
Description:	a. Operating records including those relating to gas and oil consumption, dispatching, and scheduling.
Disposition:	Destroy/delete when 3 months old.
DispAuthNo:	GRS 10, item 2a Date Edited: 6/23/2011
A-11-025-05b	Motor Vehicle Operation and Maintenance Files
Description:	b. Maintenance records, including those relating to service and repair.
Disposition:	Destroy/delete when 1 year old.
DispAuthNo:	GRS 10, item 2b Date Edited: 6/23/2011

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Office of Security Infrastructure - Front Office

A-11-026-01 Tracking and Control Records

Description: Logs, registers, and other records, regardless of media, used to control or document the status of correspondence, reports, and other records authorized for destruction. Included are correspondence control forms, routing slips, job control records and other similar records used solely to control work flow.

Disposition: Temporary. Destroy or delete when 2 years old, or 2 years after the date of the latest entry, whichever is applicable.

DispAuthNo: GRS 23, item 8

Date Edited: 3/30/2007

A-11-026-02 Time and Attendance Source Records

Description: All time and attendance records upon which leave input data is based, such as sign-in sheets; DS-1194, Time and Attendance Reports; JF-56, Authorization of Premium Compensation; DS-1734M, Tatel/PC (draft and final report); DS-1216, Leave Statements; flextime records, and leave applications for jury and military duty. Records may be in either electronic or paper form.

Disposition: The following disposition is temporarily suspended due to the AFGE litigation hold. These records may not be destroyed until further notice.
Temporary. Block files annually. Retire yearly accumulations of one box or more to RSC when no longer needed for transfer to WNRC. Destroy after GAO audit or when 6 years old, whichever is sooner.

DispAuthNo: GRS 2, item 7

Date Edited: 3/30/2007

A-11-026-03 Leave Slips-Application for Leave, OPM 71, or requests for and approvals of leave

Description: a. If timecard or TATEL DS-1734M draft has been initialed by employee.

Disposition: The following disposition is temporarily suspended due to the AFGE litigation hold. These records may not be destroyed until further notice.
Temporary. Destroy leave slip at end of following pay period.

DispAuthNo: GRS 2, item 6a

Date Edited: 3/30/2007

A-11-026-04 Leave Slips-Application for Leave, OPM 71, or requests for and approvals of leave

Description: b. If timecard or TATEL draft has not been initialed by employee.

Disposition: The following disposition is temporarily suspended due to the AFGE litigation hold. These records may not be destroyed until further notice.
Temporary. Destroy leave slip after GAO audit or when 3 years old, whichever is sooner.

DispAuthNo: GRS 2, item 6b

Date Edited: 3/30/2007

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A-11-026-05	Travel Vouchers
Description:	a. Routine administrative records including correspondence, forms, and related records pertaining to commercial and noncommercial agency travel and transportation.
Disposition:	Temporary. Destroy when 2 years old.
DispAuthNo:	GRS 9, item 4
Date Edited:	3/30/2007
A-11-026-06	Travel Vouchers
Description:	b. Accountability records documenting the issue or receipt of accountable documents.
Disposition:	Temporary. Destroy 1 year after all entries are cleared.
DispAuthNo:	GRS 9, item 4
Date Edited:	3/30/2007
A-11-026-07	Duplicate Personnel Files
Description:	a. Supervisor Personnel Files. Correspondence, forms, and other records relating to positions, authorizations, pending actions, position descriptions, requests for personnel action, and records on individual employees duplicated in or not appropriate for the OPF.
Disposition:	Temporary. Review annually and destroy superseded or obsolete documents, or destroy file relating to an employee within 1 year after separation or transfer.
DispAuthNo:	GRS 1, item 18a
Date Edited:	3/30/2007
A-11-026-08	Budget Background Records
Description:	Cost statements, rough data and similar materials accumulated in the preparation of annual budget estimates, including duplicates of budget estimates and justifications and related appropriation language sheets, narrative statements, and related schedules; and originating offices' copies of reports submitted to budget offices.
Disposition:	Temporary. Destroy 3 years after close of fiscal year covered.
DispAuthNo:	GRS 5, item 2
Date Edited:	3/30/2007
A-11-026-09	Budget Estimates and Justifications
Description:	Budget estimates and justifications prepared or consolidated by bureaus and their subordinate organizational units.
Disposition:	Temporary. Destroy 3 years after close of fiscal year covered.
DispAuthNo:	NC1-059-77-26, item 9
Date Edited:	3/30/2007

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A-11-026-10	Financial Plans
Description:	Financial plans and related worksheets, reports and communications.
Disposition:	Temporary. Destroy 3 years after close of fiscal year in which prepared.
DispAuthNo:	NC1-059-77-26, item 11
	Date Edited: 3/30/2007
A-11-026-11	Chron Files
Description:	Copies of all correspondence approved and signed by the Director. Includes special studies, internal instructions and reports. (Official copy retained in subordinate office(s)).
Disposition:	Temporary. Destroy material when no longer needed for reference or after 3 years old.
DispAuthNo:	Non-Record
	Date Edited: 3/30/2007
A-11-026-12	Congressional Inquiries
Description:	Reference copies of records regardless of media of all incoming and outgoing congressional taskers, and action office responses on security clearances inquiries. Documents used solely for reference purposes. (Official copy retained in subordinate office(s)).
Disposition:	Temporary. Destroy after 2 years old or no longer needed.
DispAuthNo:	Non-Record
	Date Edited: 3/30/2007
A-11-026-13	Award Files
Description:	Reference copies of electronic records of awards, nominations, correspondence, reports and other related incentive awards. Documents used solely for reference purposes. (Official copy retained in subordinate office(s)).
Disposition:	Temporary. Maintain until no longer needed.
DispAuthNo:	Non-Record
	Date Edited: 3/30/2007

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Personnel Security/Suitability Division

A-11-027-01a DOS Clearance System

Description: The DOS Clearance System (DOSC) is the personnel security and suitability processing system and archive. The DOSC contains the security and suitability case files with their associated forms, reports, analysis, memoranda, worksheets, authorizations, etc. It tracks the various processing steps and activities involved with investigations and the determinations made regarding security clearances, public trust certifications and suitability. The system covers the entire process and interfaces with other external databases for information.

See individual items related to master case files.

Disposition: N/A

DispAuthNo: N/A

Date Edited: 4/15/2010

A-11-027-01a(1) Other Agency Investigations - Master Case files

Description: Documentation on Department Investigations, requested by other agencies, covering security and other related subjects.

(Supersedes NC1-59-77-05, item 1 (A-11-004-11))

Disposition: Temporary. Destroy 1 year after case is closed

DispAuthNo: N1-059-08-18, item 1a(1)

Date Edited: 4/15/2010

A-11-027-01a(2) Contractor Security - Master Case File

Description: Documentation on contractor investigations covering clearances, security, and other related subjects.

(Supersedes N1-59-94-43, item 80 (A-11-004-30))

Disposition: Temporary. Destroy 7 years after separation from contract supporting Department of State.

DispAuthNo: N1-059-08-18, item 1a(2)

Date Edited: 4/15/2010

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A-11-027-01a(3)	Visitor Security - Master Case File
Description:	Contains information on contractors by company and contract number, and personal identifiers. Systems records level of clearance, building access, hours of access and escort privileges.
Disposition:	Temporary. Destroy/delete 1 year after end of visit.
DispAuthNo:	N1-059-08-18, item 1a(3) Date Edited: 4/15/2010
A-11-027-01a(4)	Department of State Personnel Security Master Case File
Description:	Applicant Files (1) Security Clearance granted. [Supersedes N1-59-94-43, item 81b (1) (A-11-004-31(b))]
Disposition:	Temporary. If not hired, destroy when 7 years old. If hired, transfer to employee files.
DispAuthNo:	N1-059-08-18, item 1a(4) Date Edited: 4/15/2010
A-11-027-01a(5)	Department of State Personnel Security Master Case File
Description:	Applicant Files (2) Security Clearance or other requested access NOT granted. [Supersedes N1-59-94-43, item 81b(2) (A-11-004-31b(2))]
Disposition:	Temporary. Destroy when 7 years old.
DispAuthNo:	N1-059-08-18, item 01a(5) Date Edited: 4/15/2010
A-11-027-01a(6)	Department of State Personnel Security Master Case File
Description:	Employee Files (1) Top Echelon Files, including Secretaries of State and VIPs. Note: Recordkeeping copy limited to paper. [Supersedes N1-59-94-43, item 81c(1) (A-11004-31c(1))]
Disposition:	Permanent. Retire 5 years after separation or closure of file. Transfer to National Archives when 25 years old.
DispAuthNo:	N1-059-08-18, item 1a(6) Date Edited: 4/15/2010

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A-11-027-01a(7)	Department of State Personnel Security Master Case File Employee Files
Description:	(2) Historical Files. Cases that reflect distinctive department activities, attract media or Congressional interest, or are otherwise historically significant. Note: Recordkeeping copy limited to paper. [Supersedes N1-59-94-43, item 81c (2) (A-11-004-31c)]
Disposition:	Permanent. Designate as permanent at time the case takes on significance. Retire 5 years after separation or closure of file. Transfer to the National Archives when 25 years old.
DispAuthNo:	N1-059-08-18, item 1a(7) Date Edited: 4/15/2010
A-11-027-01a(8)	Department of State Personnel Security Master Case File
Description:	Employee Files (2) All other case files. [Supersedes N1-59-94-43, item 81c (3) (A-11-004-31c)]
Disposition:	Temporary. Retire 5 years after separation. Destroy 20 years after separation.
DispAuthNo:	N1-059-08-18, item 1a(8) Date Edited: 4/15/2010
A-11-027-01b	DOS Clearance System
Description:	b. INPUT: Non-electronic documents or forms, electronic records entered into the system during the process, and electronic records received from another agency. Temporary
Disposition:	A) Destroy incoming non-electronic input information after conversion into the DOSC system and verified, or when no longer needed to support the reconstruction of, or serve as the backup to the system, whichever is later. B) Delete incoming electronic input records received from another agency when the data have been entered into the DOSC system and verified, or when no longer needed to support reconstruction of, or serve as a back up to the system, whichever is later.
DispAuthNo:	GRS 20, item 2a(4) Date Edited: 4/15/2010

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A-11-027-01c	DOS Clearance System
Description:	c. OUTPUT: Reports and downloaded and/or copied data.
Disposition:	Temporary. Destroy/delete reports when no longer needed for administrative, legal, audit, or other operational purposes.
DispAuthNo:	GRS 20, item 5
	Date Edited: 4/15/2010
A-11-027-01d	DOS Clearance System
Description:	d. System Documentation. Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium).
Disposition:	PERMANENT. Transfer to the National Archives with the permanent electronic records.
DispAuthNo:	GRS 20, item 11a(2)
	Date Edited: 4/15/2010
A-11-027-01e	DOS Clearance System
Description:	e. System Backups Electronic copy of the master file retained in case the master file or database is damaged or inadvertently erased
Disposition:	Temporary. Delete when the identical records have been captured in a subsequent backup file or when the identical records have been transferred to the National Archives and successfully copied.
DispAuthNo:	GRS 20, item 8a
	Date Edited: 4/15/2010

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A-11-027-02 Administrative and Support Records

Description: Records accumulated by individual offices that relate to the internal administration or housekeeping activities of the office rather than the functions for which the office exists. In general, these records relate to the office organizations, staffing, personnel security suitability clearance procedures, and communications, including facsimile machine logs, the expenditures of funds, including budget records; day-to-day administration of office personnel including training and travel, supplies, and office services and equipment requests and receipts; and the use of office space and utilities. They may also include copies of internal activity and workload reports (including work progress, statistical, and narrative reports prepared in the office and forwarded to higher levels) and other materials that do not serve as unique documentation of the programs of the office.

Disposition: Temporary. Destroy when 2 years old.

DispAuthNo: GRS 23, item 1

Date Edited: 4/15/2010

A-11-027-03 Contractors Payment Records

Description: Consists of electronic records documenting and supporting financial transactions, money received, money paid, deposited, certified payment or collection in the course of office operations.

Disposition: Temporary. Destroy 6 years and 3 months after final payment.

DispAuthNo: GRS 3, item 3a(1)(a)

Date Edited: 4/15/2010

A-11-027-04 Department of State Personnel Security Program Policy and General Subject Files

Description: Records relating to program management, policy making, and overall supervision of the personnel security function in the Department of State as well as specific security issues and matters.

[Supersedes N1-59-94-43, item 81a (A-11-004-31a)]

Disposition: Permanent. Cut off when no longer needed for current business. Retire when 3 years old. Transfer to the National Archives when 25 years old.

DispAuthNo: N1-059-08-18, item 4

Date Edited: 4/15/2010

A-11-027-05 Privacy Act General - Administrative File - Arrange by TAGS and Terms

Description: Correspondence, memorandums, notices, and other documentation on the Privacy Act covering DS' implementation of the Act.

Disposition: Temporary. Cut off file at end of each calendar year. Destroy 2 years after cut off date

DispAuthNo: GRS 14, item 26

Date Edited: 4/15/2010

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A-11-027-06	Privacy - Case File - Documentation on individual Privacy Act requests covering access to their security records or to have them amended		
Description:	a. Copy of requestor's letter, final response, record of areas searched, results, and Request Transmittal Sheet (DS-1758).		
Disposition:	Temporary. Retire to DS central file when 2 years old or after final action.		
DispAuthNo:	GRS 14, item 21	Date Edited:	4/15/2010
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A-11-027-07	Privacy - Case File - Documentation on individual Privacy Act requests covering access to their security records or to have them amended		
Description:	b. All other items.		
Disposition:	Temporary. Destroy 2 years after final action.		
DispAuthNo:	GRS 14, item 21	Date Edited:	4/15/2010

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Office of Computer Security

A-11-028-01 Interagency Agreement File (MOAs and MOUs)

Description: File contains copies of Interagency Agreements (MOAs) or Memorandums of Understanding (MOUs) with other U.S. Government agencies. Includes memorandums in support of MOAs or MOUs.

Disposition: TEMPORARY. Destroy upon termination of MOA/MOU or when no longer needed.

DispAuthNo: N1-059-07-11, item 1 **Date Edited:** 11/18/2008

A-11-028-02 Computer Incident Response Team (CIRT) Standard Operating Procedures

Description: Monitoring and incident standard operating procedures in electronic format since 2002 on a shared drive that are periodically revised. All division employees have access to the files which date from 2002.

Disposition: TEMPORARY. Keep until superseded or no longer needed.

DispAuthNo: N1-059-07-11, item 2 **Date Edited:** 11/18/2008

A-11-028-03a Response and Data Analysis Repository (RADAR) Application (Computer Security Incident Handling, Reporting, and Follow-up System)

Description: An electronic computer security incident/ event tracking and reporting system. Records arranged by post/office with a system generated ticket number and date. The system documents findings and conclusions. Incidents are categorized by level of security and are identified as an incident (more severe) or an event. Includes emails related to an incident or an event. System maintained by IRM.

a. Incident - identified as a higher level cyber threat.

Disposition: TEMPORARY. Destroy/delete 5 years after incident.

DispAuthNo: N1-059-07-11, item 3a **Date Edited:** 11/18/2008

A-11-028-03b Response and Data Analysis Repository (RADAR) Application (Computer Security Incident Handling, Reporting, and Follow-up System)

Description: An electronic computer security incident/ event tracking and reporting system. Records arranged by post/office with a system generated ticket number and date. The system documents findings and conclusions. Incidents are categorized by level of security and are identified as an incident (more severe) or an event. Includes emails related to an incident or an event. System maintained by IRM.

b. Paper- classified hard copy (paper) incidents.

Disposition: TEMPORARY. Destroy 5 years after incident.

DispAuthNo: N1-059-07-11, item 3b **Date Edited:** 11/18/2008

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A-11-028-04a	Regional Computer Security Officer (RCSO) Resource Reporting System/Maximo
Description:	a. An electronic files system related to maintaining the security of systems and data. The system analyzes network infrastructure in regards to compliance, vulnerability, countermeasures. Generates reports including computer security assessments, trip reports to IPost, Findings Report (statistics regarding number of vulnerabilities identified), travel scheduling to each post based determined by vulnerability identified for each post, equipment and management reports, and budget information. Large database controlled by IRM.
Disposition:	TEMPORARY. Destroy 5 years after security assessment or when superseded, whichever is later.
DispAuthNo:	N1-059-07-11, item 4a
Date Edited:	11/18/2008
A-11-028-04b	Regional Computer Security Officer (RCSO) Source Reporting System
Description:	b. System Backup A mirrored system of itself to another system. The back-up system is on another drive in an adjacent system. Utilizes RAID 5 backup system.
Disposition:	TEMPORARY. Delete/Destroy backup when second subsequent backup is verified as successful or when no longer needed for system restoration which is later.
DispAuthNo:	GRS 20, item 8b
Date Edited:	11/18/2008
A-11-028-05	Regional Computer Security Officer (RCSO) Standard Operating Procedures (SOPs)
Description:	Includes files regardless of media, related to SOPs on training equipment, documentation, vendor support for equipment, work requirements by Region.
Disposition:	TEMPORARY. Destroy when superseded or no longer needed, whichever is later.
DispAuthNo:	N1-059-07-11, item 5
Date Edited:	11/18/2008
A-11-028-06	Computer Security Configuration Documents
Description:	File contains records created and retained from detailed security analysis of hardware and software. Also copies of the standards and guidelines for departmental implementation of information technology hardware and software applications. Files maintained electronically.
Disposition:	TEMPORARY. Cut off at end of calendar year. Destroy 5 years after cut off or when certification is no longer needed, whichever is later.
DispAuthNo:	N1-059-07-11, item 6
Date Edited:	11/18/2008

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A-11-028-07	Regional Computer Security Officer (RCSO) Training Files
Description:	Files, regardless of media, are maintained by name of employee and includes training certificates, travel, and funding. Files used as performance matrix for reporting and tracking purposes.
Disposition:	TEMPORARY. Cut off at end of fiscal year. Destroy 10 years after cut off.
DispAuthNo:	N1-059-07-11, item 7
Date Edited:	11/18/2008
A-11-028-08	Cyber Security Awareness Program - Subject File
Description:	Contains informational and educational materials; brochures; general correspondence; memorandums; publications; speeches; telegrams dealing with cyber security awareness.
Disposition:	TEMPORARY. Cut off at end of calendar year. Destroy 5 years after cut off.
DispAuthNo:	N1-059-07-11, item 8
Date Edited:	11/18/2008
A-11-028-09	Cyber Security Awareness Briefing Files
Description:	Files contain briefing material, regardless of media, cyber security awareness program including PowerPoint slides and videos.
Disposition:	TEMPORARY. Destroy 3 years after briefing or when superseded, whichever is later.
DispAuthNo:	N1-059-07-11, item 9
Date Edited:	11/18/2008
A-11-028-10	Cyber Security Awareness Training Course
Description:	On-line course for annual certification of cyber security training for OpenNet users. The database contains copies of the completion certificates with the OpenNet users name, office and date completed.
Disposition:	TEMPORARY. Destroy 3 years after course or when superseded or no longer needed, whichever is later.
DispAuthNo:	N1-059-07-11, item 10
Date Edited:	11/18/2008
A-11-028-11	Overseas Security Policy Board Information Systems Security Working Group (OSPB ISSWG)
Description:	Records, regardless of media, documenting the accomplishments of OSPB ISSWG maintained by Department as OSPB ISSWG chair. Records relating to: establishment, organization, membership, and policy of OSPB; and records created by OSPB ISSWG: agenda, minutes, final reports, and related records documenting the accomplishments of OSPB ISSWG. Records maintained electronically.
Disposition:	TEMPORARY. Destroy 10 years after working group meeting or when no longer needed, whichever is sooner.
DispAuthNo:	N1-059-07-11, item 11
Date Edited:	11/18/2008

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A-11-028-12	Exception/ Waiver Files
Description:	Files contain memorandums, telegrams and correspondence requesting recommendations and approval of exceptions to the Department's computer, communications and network security policies.
Disposition:	TEMPORARY. Destroy 5 years after final decision or when no longer needed, whichever is later.
DispAuthNo:	N1-059-07-11, item 12
	Date Edited: 11/18/2008
A-11-028-13	Committee on National Security Systems (CNSS) Files
Description:	File contains correspondence regarding the Department's position on national-level classified computer and communications security policies. The file also contains the voting results of the CNSS representatives which are maintained by vote number.
Disposition:	TEMPORARY. Destroy 5 years after CNSS policy/instruction published.
DispAuthNo:	N1-059-07-11, item 13
	Date Edited: 11/18/2008
A-11-028-14	Penetration Testing Reports
Description:	Records created and retained as a result of penetration testing to validate security posture and the integrity of departmental offices and computer network. The reports included but not limited to the Executive Summary and Detailed Technical Report maintained electronically.
Disposition:	TEMPORARY. Cut off at end of calendar year. Destroy 10 years after cut off or when superseded or obsolete, whichever is later.
DispAuthNo:	N1-059-07-11, item 14
	Date Edited: 11/18/2008
A-11-028-15	Daily Read Files
Description:	The file contains daily highlights, excerpts of reports and analysis of cyber issues that are of interest to the U.S. Government. Maintained electronically.
Disposition:	TEMPORARY. Cut off at end of calendar year. Destroy 10 years after point of distribution or when no longer needed, whichever is sooner.
DispAuthNo:	N1-059-07-11, item 15
	Date Edited: 11/18/2008

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A-11-028-16a	Cyber Threat Analysis Division (CTAD) Reports		
Description:	The file contains information that is collected, analyzed, and disseminated on cyber threat intelligence gathered through open, proprietary, and collateral sources used to generate an assortment of reports to assist operational managers and policy makers with timely and relevant intelligence and to assist them in migrating the cyber threat confronting the Department. Reports generated include but not limited to: Country Cyber Threat Assessments; Special Focus Reports; Computer Security Profiles and any other ad hoc reports.		
	a. Record copy (paper).		
Disposition:	PERMANENT. Cut off at end of calendar year. Retire to RSCO 10 years after cut off. Transfer to National Archives in 5 year blocks 25 years after cut off or most recent records in the block.		
DispAuthNo:	N1-059-07-11, item 16a	Date Edited:	11/18/2008
A-11-028-16b	Cyber Threat Analysis Division (CTAD) Reports		
Description:	The file contains information that is collected, analyzed, and disseminated on cyber threat intelligence gathered through open, proprietary, and collateral sources used to generate an assortment of reports to assist operational managers and policy makers with timely and relevant intelligence and to assist them in migrating the cyber threat confronting the Department. Reports generated include but not limited to: Country Cyber Threat Assessments; Special Focus Reports; Computer Security Profiles and any other ad hoc reports.		
	b. All other copies (paper or electronic).		
Disposition:	TEMPORARY. Destroy when no longer needed.		
DispAuthNo:	Non-Record	Date Edited:	11/18/2008
A-11-028-17	Cyber Threat Analysis Division (CTAD) Quarterly Reports		
Description:	The file contains reports generated by TASOB providing overall analysis regarding CTAD activities including but not limited to briefing information and statistical reporting. Maintained electronically.		
Disposition:	TEMPORARY. Cut off at end of calendar year. Destroy 10 years after point of distribution or when no longer needed, whichever is later.		
DispAuthNo:	N1-059-07-11, item 17	Date Edited:	11/18/2008

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A-11-028-18	Technical Analysis Special Operations Branch (TASOB) Reports
Description:	Records created and retained in collecting, analyzing, and reporting on security incidents, identifying potential threats and abnormalities within the network, profile malicious code including unauthorized modifications and activities on the DOS global information networks. Reports include but not limited to: Security Incident Reports; Technical Network Analysis; Postmortem Hard Drive Analysis and any other ad hoc reports.
Disposition:	TEMPORARY. Cut off at end of calendar year. Destroy 10 years after cut off or when no longer needed, whichever is later.
DispAuthNo:	N1-059-07-11, item 18
	Date Edited: 11/18/2008
A-11-028-19a	Program Standard and Policy Files - Arranged by subject
Description:	Records accumulated by offices responsible for cyber security program management, including the development of security standards and policies for which they have primary responsibility, leading to the publication of foreign affairs manuals and handbooks. a. Master set of Standards. (Also A-11-003-81a).
Disposition:	PERMANENT. Transfer to NARA when 30 years old.
DispAuthNo:	N1-059-94-43, item 53a
	Date Edited: 12/23/2008
A-11-028-19b	Program Standard and Policy Files - Arranged by subject
Description:	Records accumulated by offices responsible for cyber security program management, including the development of security standards and policies for which they have primary responsibility, leading to the publication of foreign affairs manuals and handbooks. b. Master set of Policies. (Also A-11-003-81b).
Disposition:	PERMANENT. Transfer to NARA when 30 years old.
DispAuthNo:	N1-059-94-43, item 53b
	Date Edited: 12/23/2008

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A-11-028-19c Program Standard and Policy Files

Description: Records accumulated by offices responsible for cyber security program management, including the development of security standards and policies for which they have primary responsibility, leading to the publication of foreign affairs manuals and handbooks.

c. Draft of Standards. (Also A-11-003-81c).

Disposition: TEMPORARY. Destroy 3 months after standards are published.

DispAuthNo: N1-059-94-43, item 53c

Date Edited: 12/23/2008

A-11-028-19d Program Standard and Policy Files

Description: Records accumulated by offices responsible for cyber security program management, including the development of security standards and policies for which they have primary responsibility, leading to the publication of foreign affairs manuals and handbooks.

d. Draft of Policies.

Disposition: TEMPORARY. Destroy 3 months after standards are published.

DispAuthNo: N1-059-94-43, item 53d

Date Edited: 12/23/2008

A-11-028-20 Chron/Reference Files

Description: Copies of correspondence, reports, special studies, internal instructions, information materials, and other documents used solely for reference purposes (Official copy retained in subordinate office(s)).

Disposition: TEMPORARY. Destroy material when no longer needed for reference.

DispAuthNo: Non-Record

Date Edited: 12/23/2008

A-11-028-21 Intrusion Detection System (IDS) Reports

Description: An electronic monitoring system developed in 1999 to maintain the security of the system and data. Detects, analyzes, and reports on cyber threats and intrusions for both the classified and unclassified Department infrastructures and systems. The system uses an assortment of network traffic analytical tools and systems to provide near real time detection and warnings of cyber threats and misuse; to identify operational and mis-configurations, and to support the Virus Incident Response Team (VIRT) and other security partners.

Disposition: TEMPORARY. Destroy/delete 1 year after the system is superseded.

DispAuthNo: GRS 24, item 5b

Date Edited: 12/22/2008

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A-11-028-22	Computer Incident Reporting Team (CIRT) Electronic Customer Service File
Description:	Electronic mailbox of emails received from posts/offices related to computer incident reporting routed to appropriate CIRT staff. Emails are maintained by the year received. (Emails could be related to incident/events reported in RADAR and are copied to that system). It is a shared mailbox and all CIRT staff has access and can review emails concurrently.
Disposition:	TEMPORARY. Delete 1 year after record is superseded or obsolete.
DispAuthNo:	GRS 24, item 10a
Date Edited:	12/22/2008
A-11-028-23	Reserved.
Description:	Reserved.
Disposition:	Reserved.
DispAuthNo:	Reserved
Date Edited:	4/30/2009
A-11-028-24	Vulnerability Reporting System
Description:	Contains electronic files related to maintaining the security of the system and data. An electronic security system implemented in 2004 that generates vulnerability information for classified/unclassified computer systems worldwide. The system contains automated tools that scan data and monitor the system. It tracks changes, modifications, interruptions in service, and network performance. System maintenance data is collected automatically. (Part of the Tenable System.)
Disposition:	TEMPORARY. Destroy when 3 years old.
DispAuthNo:	GRS item 24, item 7
Date Edited:	12/22/2008
A-11-028-25	Compliance Monitoring System
Description:	An electronic system that continuously monitors and reports on all Department security configurations and Department IT assets for classified/unclassified systems. Identifies the degree that established computer standards are met. Monitors password files. (Part of the Tenable system.)
Disposition:	TEMPORARY. Destroy/Delete when the agency determines they are no longer needed for administrative, legal, audit, or other operational purposes.
DispAuthNo:	GRS 24, item 6b
Date Edited:	12/22/2008

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A-11-028-26 TENABLE Security Center (TSC3)

Description: Contains electronic files related to maintaining the security of system and data. An electronic vulnerability and compliance system that can patch data. Also allows periodic scan of networks so that vulnerability and compliance issues are identified quicker. Creates records that assist with the assessments of IT systems. Analysis and reporting from real time data.

Disposition: TEMPORARY. Destroy/delete 1 year after system is superseded.

DispAuthNo: GRS 24, item 5b **Date Edited:** 12/22/2008

A-11-028-27 Network Analyzer/Network Forensics Report Data

Description: Electronic data tool that runs on the network. Analyzes data collected on various Department networks. Random number given recorded by the system.

Output: Reports generated at post and copy sent back to SA-14.

Disposition: TEMPORARY. Destroy when 3 years old.

DispAuthNo: GRS 24, item 7 **Date Edited:** 12/22/2008

A-11-028-28a IT Customer Service Files

Description: a. Records related to providing help desk information to customer, including pamphlets, responses to "Frequently Asked Questions" and other documents prepared in advance to assist customers.

Disposition: TEMPORARY. Destroy/Delete 1 year after record is superseded or obsolete.

DispAuthNo: GRS 24, item 10a **Date Edited:** 12/22/2008

A-11-028-28b IT Customer Service Files

Description: b. Help desk logs and reports and other files related to customer query and problem response; query monitoring and clearance; and customer feedback records; and related trend analysis and reporting.

Disposition: TEMPORARY. Destroy/delete when 1 year old or when no longer needed for review and analysis.

DispAuthNo: GRS 24, item 10b **Date Edited:** 12/22/2008

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A-11-028-29a	SmartPay Worldwide Purchase Card (Government Credit Card)
Description:	Copies of monthly cardholder credit card statements and Designated Billing Official invoices, receipts, and related supporting documentation. Copies of reconciled/signed cardholder Monthly Credit Card Statements are maintained by both the Cardholder and Charleston (as the domestic finance office of DBO) and the FMO at each Post (for overseas records). a. Transactions that exceed \$3,000. (Also A-05-010-03).
Disposition:	TEMPORARY. Destroy when 6 years and 3 months after payment. The DBO or FMO retains copies of the reconciled monthly invoices for the same period of time.
DispAuthNo:	GRS 6, item 1a Date Edited: 12/23/2008
A-11-028-29b	SmartPay Worldwide Purchase Card (Government Credit Card)
Description:	Copies of monthly cardholder credit card statements and Designated Billing Official invoices, receipts, and related supporting documentation. Copies of reconciled/signed cardholder Monthly Credit Card Statements are maintained by both the Cardholder and Charleston (as the domestic finance office of DBO) and the FMO at each Post (for overseas records). b. Transactions that under \$3,000. (Also A-03-004-07).
Disposition:	TEMPORARY. Destroy after GAO audit or when 3 years old, whichever is sooner.
DispAuthNo:	N1-059-96-29, item 1 Date Edited: 12/23/2008
A-11-028-30	Budget Estimates and Justifications
Description:	Budget estimates and justifications prepared or consolidated by bureaus and their subordinate organizational units. (Also A-03-002-01).
Disposition:	TEMPORARY. Destroy 3 years after close of fiscal year covered.
DispAuthNo:	NC1-059-77-26, item 9 Date Edited: 12/23/2008
A-11-028-31	Budget Background Records
Description:	Cost statements, rough data and similar materials accumulated in the preparation of annual budget estimates, including duplicates of budget estimates and justifications and related appropriation language sheets, narrative statements, and related schedules; and originating offices' copies of reports submitted to budget offices. (Also A-03-022-02).
Disposition:	TEMPORARY. Destroy 1 year after the close of the fiscal year covered by the budget.
DispAuthNo:	GRS 5, item 2 Date Edited: 12/23/2008

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A-11-028-32 **Transitory Files (including in electronic form)**

Description: Records of short-term (180 days or less) interest, including in electronic form (e.g., email messages), which have minimal or no documentary or evidential value. Included are such records as:

Routine requests for information or publications and copies of replies which require no administrative action, no policy decision, and no special compilation or research for reply;

Quasi-official notices including memoranda and other records that do not serve as the basis of official action, such as a notice of holidays or charity and welfare fund appeals, bond campaigns, and similar activities;

Originating office copies of letters of transmittal that do not add any information to that contained in the transmitted material, and receiving office copy if filed separately from transmitted material;

Records documenting routine activities containing no substantive information, such as routine notifications of meetings, scheduling of work-related trips and visits, and other scheduling related activities;

Suspense and tickler files or "to-do" and task lists that serve as a reminder that an action is required on a given date or that a reply to action is expected, and if not received should be traced on a given date.

(Also A-03-013-01)

Disposition: TEMPORARY. Destroy immediately, or when no longer needed for reference, or according to a predetermined time period or business rule (e.g., implementing the auto-delete feature of electronic mail systems).

DispAuthNo: GRS 23, item 7

Date Edited: 12/23/2008

A-11-028-33 **Time and Attendance Source Records**

Description: All time and attendance records upon which leave input data is based, such as sign-in sheets; DS-1194, Time and Attendance Reports; JF-56, Authorization of Premium Compensation; DS-1734M, Tatel/PC (draft and final report); DS-1216, Leave Statements; flextime records, and leave applications for jury and military duty. Records may be in either electronic or paper form. (Also A-03-009-04).

Disposition: The following disposition is temporarily suspended due to the AFGE litigation hold. These records may not be destroyed until further notice.
TEMPORARY. Block files annually. Retire yearly accumulations of one box or more to Records Storage Center. Destroy after GAO audit or when 6 years old, whichever is sooner.

DispAuthNo: GRS 2, item 7

Date Edited: 12/23/2008

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A-11-028-34a	Leave Slips-Application for Leave, OPM 71, or requests for and approvals of leave
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Description:	a. If timecard or TATEL DS-1734M draft has been initialed by employee. (Also A-03-009-05a).
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Disposition:	The following disposition is temporarily suspended due to the AFGE litigation hold. These records may not be destroyed until further notice. TEMPORARY. Destroy leave slip at end of following pay period.
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DispAuthNo:	GRS 2, item 6a	Date Edited:	12/23/2008
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A-11-028-34b	Leave Slips-Application for Leave, OPM 71, or requests for and approvals of leave
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Description:	b. If timecard or TATEL draft has not been initialed by employee. (Also A-03-009-05b).
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Disposition:	The following disposition is temporarily suspended due to the AFGE litigation hold. These records may not be destroyed until further notice. TEMPORARY. Destroy leave slip after GAO audit or when 3 years old, whichever is sooner.
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DispAuthNo:	GRS 2, item 6b	Date Edited:	12/23/2008
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Office of Information Security

A-11-029-01 Visitor Authorization Request (VARs) Files

Description: Contains letters from company security officers with a copy of clearance documentation from Defense Security Service on any contractor working at or traveling to a DOS location domestically and overseas. Filed by company name, data is input into the Visitors Security Clearance Tracking System (VSCTS). Also includes sample Visit Authorization Request (VARs), correspondence regarding DoD clearance actions and supporting documentation regarding contract/Contracting Officer's Representatives (CORs).

Disposition: TEMPORARY. Destroy two years after the VAR expiration date.

DispAuthNo: DAA-0059-2011-0016-0001 **Date Edited:** 9/17/2012

A-11-029-02 Sensitive Compartmented Information Facilities (SCIFs) Files

Description: Consists of documentation on the approval, creation, and maintenance of Sensitive Compartmented Information Facilities (SCIF).

Disposition: TEMPORARY. Destroy 2 years after de-accreditation

DispAuthNo: DAA-0059-2011-0016-0002 **Date Edited:** 9/17/2012

A-11-029-03a Security Incident Tracking System (SECINTS)

Description: a. Master File:

Security incident history tracking database for all DoS employees, contractors and tenant agencies. Contains type of incident, location, description, actions taken, etc. since 1970.

Disposition: TEMPORARY. Destroy 70 years after date of incident.

DispAuthNo: DAA-0059-2011-0016-0003 **Date Edited:** 9/17/2012

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A-11-029-03b	Security Incident Tracking System (SECINTS)
Description:	b. Input/Source Records Hard copy (non-electronic) documents used to create, update, or modify electronic records when the electronic records are retained to meet recordkeeping requirements and are covered by a NARA-approved schedule. Included are such records as hard copy forms used for data input as well as hard copy documents that are scanned into an electronic recordkeeping system.
Disposition:	TEMPORARY. Destroy after the information has been converted to an electronic medium and verified, when no longer needed for legal or audit purposes, or to support the reconstruction of, or serve as the backup to, the electronic records.
DispAuthNo:	GRS 20, item 2a(4) Date Edited: 9/17/2012
A-11-029-03c	Security Incident Tracking System (SECINTS)
Description:	c. Input/Source Records Electronic records entered into the system during an update process, and not required for audit or legal purposes and electronic records received from other agencies.
Disposition:	TEMPORARY. Delete when data have been entered into the Master File or database and verified, or when no longer required to support reconstruction of, serve as backup to, a Master File or database, whichever is later.
DispAuthNo:	GRS 20, item 2b and 2c Date Edited: 9/17/2012
A-11-029-03d	Security Incident Tracking System (SECINTS)
Description:	d. Outputs: Electronic files consisting solely of records extracted from a single Master File or database that is disposable under GRS 20 or Approved for deletion by a NARA-approved disposition schedule, EXCLUDING extracts that are: - Produced as disclosure-free files allow public access to the data; or - Produced by an extraction process which changes the informational content of the source Master File or data base; which may not be destroyed before security NARA approval.
Disposition:	Temporary. Delete when the agency determines that they are no longer needed for administrative, legal, audit or other operational purposes.
DispAuthNo:	GRS 20, item 5 Date Edited: 9/17/2012

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A-11-029-03e	Security Incident Tracking System (SECINTS)
Description:	e. Outputs: Printouts derived from electronic records created on an ad hoc basis for reference purposes or to meet day-to-day business needs.
Disposition:	Temporary. Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes, provided the printouts do not contain substantive information, such as substantive annotations, that are not included in the electronic records. (Printouts that contain substantive information should be disposed of in accordance with the NARA-approved schedule that covers the series in which they are filed.
DispAuthNo:	GRS 20, item 16 Date Edited: 9/17/2012
A-11-029-03f	Security Incident Tracking System (SECINTS)
Description:	f. System Backups System Backups and Tape Library Records. Backup tapes maintained for potential system restoration in the event of a system failure or other unintentional loss of data.
Disposition:	Temporary. Delete/destroy incremental backup tapes when second and subsequent backup is verified as successful or when no longer needed for system restoration, whichever is later.
DispAuthNo:	GRS 24, item 4a(1) Date Edited: 9/17/2012
A-11-029-03g	Security Incident Tracking System (SECINTS)
Description:	g. System Documentation Includes system requirements, system design, and user guides.
Disposition:	Temporary. Delete/destroy when superseded or obsolete, or upon authorized deletion of the related Master File or database, or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is latest.
DispAuthNo:	GRS 20, item 11a(1) Date Edited: 9/17/2012

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A-11-029-04a	DD Form 254 Database
Description:	a. Master File: Contains data extracted from forms DD Form 254 (Contract Security Classification Specifications) issued to companies and included in their contracts since 1990s.
Disposition:	Temporary. Destroy 20 years after cessation of contract performance on DoS contracts.
DispAuthNo:	DAA-0059-2011-0016-0004
	Date Edited: 10/2/2012
A-11-029-04b	DD Form 254 Database
Description:	b. Input/Source Records Hard copy (non-electronic) documents used to create, update, or modify electronic records when the electronic records are retained to meet recordkeeping requirements and are covered by a NARA-approved schedule. Included are such records as hard copy forms used for data input as well as hard copy documents that are scanned into an electronic recordkeeping system.
Disposition:	TEMPORARY. Destroy after the information has been converted to an electronic medium and verified, when no longer needed for legal or audit purposes, or to support the reconstruction of, or serve as the backup to, the electronic records.
DispAuthNo:	GRS 20, item 2a(4)
	Date Edited: 9/18/2012
A-11-029-04c	DD Form 254 Database
Description:	c. Input/Source Records Electronic records entered into the system during an update process, and not required for audit or legal purposes and electronic records received from other agencies.
Disposition:	TEMPORARY. Delete when data have been entered into the Master File or database and verified, or when no longer required to support reconstruction of, serve as backup to, a Master File or database, whichever is later.
DispAuthNo:	GRS 20, item 2b and 2c
	Date Edited: 9/18/2012

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A-11-029-04d **DD Form 254 Database**

Description: d. Outputs:

Electronic files consisting solely of records extracted from a single Master File or database that is disposable under GRS 20 or approved for deletion by a NARA-approved disposition schedule, EXCLUDING extracts that are:

- Produced as disclosure-free files allow public access to the data; or

- Produced by an extraction process which changes the informational content of the source Master File or data base; which may not be destroyed before security NARA approval.

Disposition: Temporary. Delete when the agency determines that they are no longer needed for administrative, legal, audit or other operational purposes.

DispAuthNo: GRS 20, item 5

Date Edited: 9/18/2012

A-11-029-04e **DD Form 254 Database**

Description: e. Outputs:

Printouts derived from electronic records created on an ad hoc basis for reference purposes or to meet day-to-day business needs.

Disposition: Temporary. Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes, provided the printouts do not contain substantive information, such as substantive annotations, that are not included in the electronic records. (Printouts that contain substantive information should be disposed of in accordance with the NARA-approved schedule that covers the series in which they are filed.

DispAuthNo: GRS 20, item 16

Date Edited: 9/18/2012

A-11-029-04f **DD Form 254 Database**

Description: f. System Backups and Tape Library Records.

Backup tapes maintained for potential system restoration in the event of a system failure or other unintentional loss of data.

Disposition: Temporary. Delete/destroy incremental backup tapes when second and subsequent backup is verified as successful or when no longer needed for system restoration, whichever is later.

DispAuthNo: GRS 24, item 4a(1)

Date Edited: 9/18/2012

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A-11-029-04g	DD Form 254 Database
Description:	g. System Documentation Includes system requirements, system design, and user guides.
Disposition:	Temporary. Delete/destroy when superseded or obsolete, or upon authorized deletion of the related Master File or database, or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is latest.
DispAuthNo:	GRS 20, item 11a(1) Date Edited: 9/18/2012
A-11-029-05	Contractor SCI Access Request Files
Description:	Request for Sensitive Compartmental Information (SCI) access for contractors includes letters from contracting firms, current VARs, clearance requests, and memoranda from CORs. Filed by company name.
Disposition:	Temporary. Destroy after final decision.
DispAuthNo:	DAA-0059-2011-0016-0005 Date Edited: 9/18/2012
A-11-029-06	Contractor Personnel Security Action File
Description:	Contains correspondence concerning requests for security clearances or public trust determinations for contractors.
Disposition:	Temporary. Destroy after final decision.
DispAuthNo:	DAA-0059-2011-0016-0006 Date Edited: 9/18/2012
A-11-029-07	Industrial Security Facility Files
Description:	Documentation on facility security clearances and contracts involving contracting firms either bidding on or awarded DOS classified and/or Sensitive But Unclassified (SBU) Contracts, signed copies of Contract Security Classification Specification (DD Form 254), Reports on adverse information, Security Violation Reports, requests/approvals for contractor access to COMSEC, and assorted security clearance documentation.
Disposition:	Temporary. Destroy 2 years after all contracts with firm have been closed out.
DispAuthNo:	N1-059-95-43, item 40 Date Edited: 9/18/2012

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A-11-029-08	Industrial Security Inspection File
Description:	Reports on inspections/review of contracting firms under contract with the Department. Includes annual connectivity reviews of contractors.
Disposition:	Temporary. Destroy 2 years after all contracts with firm have been closed out.
DispAuthNo:	N1-059-94-43, item 41
	Date Edited: 9/18/2012
A-11-029-09	Sensitive Compartmented Information (SCI) Nondisclosure Agreements
Description:	Copies of SCI Nondisclosure Agreement 4414, signed by civilian and military personnel with access to information that is classified under standards put forth by Executive Orders governing security classification. These forms should be maintained separately from personnel security clearance files. Agreements for civilian employees working elements of the intelligence community must be maintained separately from the official personnel folder. For all other persons, these forms may be filed in the individual's official military personnel folder (for uniformed military personnel).
Disposition:	Temporary. Destroy when 70 years old.
DispAuthNo:	GRS 18, item 25
	Date Edited: 9/18/2012
A-11-029-10	Personnel Security Clearance Status Files
Description:	Lists or rosters showing the current security clearance status of individuals.
Disposition:	Temporary. Destroy when superseded or obsolete.
DispAuthNo:	GRS 18, item 23
	Date Edited: 9/18/2012
A-11-029-11	Finding Aids (or Indexes)
Description:	Electronic indexes, lists, registers, and other finding aids used only to provide access to records authorized for destruction by the GRS or a NARA-approved SF 115, EXCLUDING records containing abstracts or other information that can be used as an information source apart from the related records.
Disposition:	Temporary. Delete with related records or when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes, whichever is later.
DispAuthNo:	GRS 20, item 9
	Date Edited: 9/18/2012

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A-11-029-12 Electronic Versions of Records for Disposal

Description: a. Electronic versions of records that are scheduled for Disposal under one or more items in GRS 1-16, 18, 22, or 23; EXCLUDING those that replace or duplicate the following GRS items: GRS 1, items 21, 22, 25f; GRS 23, item 3; and GRS 18, item 5.

Disposition: Temporary. Delete after the expiration of the retention period authorized by the GRS or when no longer needed, whichever is later.

DispAuthNo: GRS 20, item 3a **Date Edited:** 9/18/2012

A-11-029-13 Travel Files

Description: Records relating to routine and operational aspects of travel. Included are travel orders, per diem vouchers, transportation requests, hotel reservations, and all supporting documents.

Disposition: Temporary. Block annually. Destroy when 2 years old.

DispAuthNo: GRS 9, item 4a **Date Edited:** 9/18/2012

A-11-029-14 Supervisor's Personnel Files

Description: Supervisor's Personnel Files. Correspondence, forms, and other records relating to positions, authorizations, pending actions, position descriptions, requests for personnel action, and records on individual employee duplicated in or not appropriate for the OPF.

Disposition: Temporary. Review annually and destroy superseded or obsolete documents, or destroy file relating to an employee within 1 year after separation or transfer.

DispAuthNo: GRS 1, item 18a **Date Edited:** 9/18/2012

A-11-029-15 Bidder Files

Description: Contains copies of Requests for Proposals (RFP), bidder's Contract Security Classification Specifications (DD Forms 254), and correspondence to Contracting Officers. Used only for reference.

Disposition: Temporary. Maintain until contract awarded or for 2 years whichever is later.

DispAuthNo: Non-Record **Date Edited:** 9/18/2012

A-11-029-16 Chronological (Chron) Files

Description: Copies of all correspondence including cover memos to DD Form 254. Used only for reference.

Disposition: Temporary. Destroy when no longer needed for reference.

DispAuthNo: Non-Record **Date Edited:** 9/18/2012

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Office of Physical Security Programs

A-11-032-01 Security Product Certification File - Arrange by vendor and product [Research and Development Branch]

Description: Records contain specifications for test and evaluation of vendor products, design drawings, standards, certification letter and other related information. (Formerly known as Forced Entry Ballistic Registry - FEBR)

(Supersedes NARA Job No. N1-059-94-43, item 56)

Disposition: TEMPORARY. Cutoff when certification completed. Destroy twenty-five (25) years after cutoff or when no longer needed, whichever is longer.

DispAuthNo: DAA-0059-2011-0005-0001 **Date Edited:** 8/3/2011

A-11-032-02 Security Product Non-Certification File - Arrange by vendor and product [Research and Development Branch]

Description: Records contain specifications for test and evaluation of vendor products, design drawings, standards, non-certification documentation and other related information. (Formerly known as Forced Entry Ballistic Registry - FEBR).

Disposition: TEMPORARY. Cutoff when product cannot meet required security standards. Destroy 25 years after cutoff or when no longer needed, whichever is longer.

DispAuthNo: DAA-0059-2011-0005-0002 **Date Edited:** 8/3/2011

A-11-032-03 Research and Development Project Precedent Case File [Research and Development Branch]

Description: This file contains only historical or technologically significant to cases. Records documenting the complete history of the project from initiation through completion and including a copy of contract, request for proposal (RFP), supporting documents, drawings specifications, evaluation reports, email and related correspondence, and technical information bulletin.

Disposition: PERMANENT. Cutoff file at the end of five (5) calendar years. Retire to RSC one (1) year after cutoff date. Transfer to WNRC three (3) years after cutoff date. Transfer to the National Archives thirty (30) years after cutoff date.

DispAuthNo: N1-059-94-43, item 7 **Date Edited:** 8/3/2011

A-11-032-04 Employment Contracts [Research and Development Branch]

Description: Copies of employment contracts regarding personnel hires including but not limited to correspondence to payment, awards, and other related information. Arranged by contractor's name.

Disposition: TEMPORARY. Destroy six (6) years and three (3) months after final payment.

DispAuthNo: GRS 3, item 3a(1)(a) **Date Edited:** 8/3/2011

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A-11-032-05 Duplicate Personnel Files

Description: Supervisor Personnel Files - Correspondence, memoranda, forms, and other records relating to positions, authorizations, pending actions; copies of position authorizations, pending actions; copies of positions descriptions, and records on individual employees duplicated in or not appropriate for the Official Personnel Folder.

Disposition: TEMPORARY. Review annually and destroy superseded or obsolete documents; or destroy file relating to an employee within one (1) year after separation or transfer.

DispAuthNo: GRS 1, item 18a

Date Edited: 8/3/2011

A-11-032-06 Time and Attendance Source Records

Description: All time and attendance records upon which leave input data is based, such as sign-in sheets; DS-1194, Time and Attendance Reports; JF-56, Authorization of Premium Compensation; DS-1734M, Tatel/PC (draft and final report); DS-1216, Leave Statements; flextime records, and leave applications for jury and military duty. Records may be in either electronic or paper form.

Disposition: The following disposition is temporarily suspended due to the AFGE litigation hold. These records may not be destroyed until further notice.
TEMPORARY. Block files annually. Retire yearly accumulations of one (1) box or more to RSC when no longer needed for transfer to WNRC. Destroy after GAO audit or when six (6) years old, whichever is sooner.

DispAuthNo: GRS 2, item 7

Date Edited: 8/3/2011

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Office of Diplomatic Courier Service

A-11-033-01 Policy Files

Description: Consists of files documenting the policies of the Diplomatic Courier Program. Includes correspondence, announcements, reports, policy memorandums, studies, surveys, directives, Quality Manual, and other documentation of the development and management of the Diplomatic Courier Program.

Disposition: TEMPORARY. Cut off when 5 years old. Destroy when 25 years old or when superseded, whichever is later.

DispAuthNo: N1-059-10-20, item 1 **Date Edited:** 11/9/2011

A-11-033-02 Policy Waiver Requests

Description: Consists of requests for policy exceptions created by Diplomatic Courier regional offices and submitted to the Diplomatic Courier Program Director for approval.

Disposition: TEMPORARY. Destroy when applicable policy is no longer in effect.

DispAuthNo: N1-059-10-20, item 2 **Date Edited:** 11/9/2011

A-11-033-03 Agreements

Description: Consists of signed agreements with other U.S. government agencies and other clients for the provision of diplomatic courier services worldwide.

Disposition: TEMPORARY. Cut off at termination of agreement. Destroy 2 years after agreement is terminated.

DispAuthNo: N1-059-10-20, item 3 **Date Edited:** 11/9/2011

A-11-033-04 Program Files

Description: Consists of materials related to the projects and programs of the Diplomatic Courier Service, including staffing and organization, safety, opening and closing of courier posts, non-pro courier letters, monthly personnel utilization reports, and other related subjects.

Disposition: TEMPORARY. Cut off at end of calendar year. Destroy when 3 years old. Supersedes N1-059-94-43, items 11 and 12

DispAuthNo: N1-059-10-20, item 4 **Date Edited:** 7/25/2012

A-11-033-05 Newsletters

Description: Includes source materials and internal newsletter covering DS courier-related topics and items of interest to DS employees.

Disposition: TEMPORARY. Cut off at end of calendar year. Destroy when 10 years old.

DispAuthNo: N1-059-10-20, item 5 **Date Edited:** 11/9/2011

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A-11-033-06	Pocket Reference Guide Materials
Description:	Includes background materials and references for courier packet reference guide, sample documents, written guidance, and relevant correspondence.
Disposition:	TEMPORARY. Cut off when new guide is issued. Destroy when 10 years old or when superseded, whichever is later.
DispAuthNo:	N1-059-10-20, item 6
Date Edited:	11/9/2011
A-11-033-07	Non-pro Courier Program Slides and Briefing Materials
Description:	Non-professional couriers may be used to perform diplomatic courier functions when a professional courier is not available or in exigent circumstances. Briefing slides and other materials outline eligibility criteria for non-professional couriers, and the requirements for performance of this responsibility.
Disposition:	TEMPORARY. Destroy when superseded, obsolete, or no longer needed.
DispAuthNo:	N1-059-10-20, item 7
Date Edited:	11/9/2011
A-11-033-08	Courier Travel System (CTS), Master File
Description:	CTS is a web-based system that allows the Diplomatic Courier Service to schedule, process, and report on all courier trips worldwide in one system. The CTS manages master route schedules and courier trips; contains a budgeting system for tracking courier office expenses; includes a ticketing system that monitors used and unused tickets; and features a repository that includes data of past trips for review when future trips are being planned. The CTS facilitates the accurate and efficient reimbursement of travel expenses from other Federal agencies. CTS content includes data on scheduling courier trips, ticketing, receiving material, courier trip preparation, material movement, material delivery, post-trip processing, courier time and attendance, trip reports, and cargo booking and payment data.
Disposition:	TEMPORARY. Destroy 3 years after trip is completed, or when no longer needed, whichever is later. Supersedes N1-059-94-43, item 15
DispAuthNo:	N1-059-10-20, item 8
Date Edited:	11/9/2011
A-11-033-09	Weekly Activity Reports
Description:	Consists of weekly activity reports of the Diplomatic Courier Program.
Disposition:	TEMPORARY. Cut off at end of calendar year. Destroy when 2 years old.
DispAuthNo:	GRS 23, item 1
Date Edited:	7/25/2012

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A-11-033-10	Reference Files
Description:	Consists of commonly used reference materials, copies of record versions of documents and working materials
Disposition:	TEMPORARY. Review annually and destroy material of no further reference value.
DispAuthNo:	Non-Record
	Date Edited: 11/9/2011
A-11-033-11	Courier Travel System (CTS)
Description:	CTS is a web-based system that allows the Diplomatic Courier Service to schedule, process, and report on all courier trips worldwide in one system. The CTS manages master route schedules and courier trips; contains a budgeting system for tracking courier office expenses; includes a ticketing system that monitors used and unused tickets; and features a repository that includes data of past trips for review when future trips are being planned. The CTS facilitates the accurate and efficient reimbursement of travel expenses from other Federal agencies.
Disposition:	N/A
DispAuthNo:	N/A
	Date Edited: 7/25/2012
A-11-033-11a	Courier Travel System (CTS)
Description:	a. Master File CTS content includes data on scheduling courier trips, ticketing, receiving material, courier trip preparation, material movement, material delivery, post-trip processing, courier time and attendance, trip reports, and cargo booking and payment data.
Disposition:	Destroy 3 years after trip is completed, or when no longer needed, whichever is later. Supersedes N1-059-94-43, item 15
DispAuthNo:	N1-059-10-20, item 11a
	Date Edited: 7/26/2012
A-11-033-11b	Courier Travel System (CTS)
Description:	b. Outputs The principal output of the CTS is the reports that are used for tracking courier expenses.
Disposition:	Temporary. Destroy or delete when no longer needed for administrative, legal, audit or other operational purposes.
DispAuthNo:	GRS 20, item 4
	Date Edited: 7/26/2012

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A-11-033-11c	Courier Travel System (CTS)
Description:	c. Documentation A CTS User Guide/ Manual provides step-by-step guidance on using the system.
Disposition:	TEMPORARY. Destroy or delete upon authorized deletion of the related electronic records or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is later.
DispAuthNo:	GRS 20, item 11a(1) Date Edited: 7/26/2012
A-11-033-11d	Courier Travel System (CTS)
Description:	d. Backups A differential data backup is taken daily, and a full backup is taken weekly in the event the master file or database is damaged or inadvertently erased.
Disposition:	TEMPORARY. Delete when the identical records have been deleted, or when replaced by a subsequent backup file.
DispAuthNo:	GRS 20, item 8b Date Edited: 7/26/2012
A-11-033-12	Diplomatic Courier Contract - Program File - Arrange by vendor
Description:	Copies of contracts on companies performance of courier services.
Disposition:	Destroy 1 year after termination of the contract.
DispAuthNo:	N1-059-94-43, item 17 Date Edited: 10/26/2007
A-11-033-13	Diplomatic Courier Visa - Program File - Arrange by name
Description:	Memorandums, Government Travel Requests (GTR), and other documentation on When-Actually-Employed (WAE) contract couriers covering visa applications, visas, vouchers, hotel receipts, and other related subjects.
Disposition:	Cut off file at end of each year. Destroy 1 year after cut off date.
DispAuthNo:	N1-059-94-43, item 16 Date Edited: 10/26/2007
A-11-033-14	Diplomatic Pouch Certification and Receipt - Program File
Description:	Diplomatic Pouch Certification and Receipts (OF-253) covering posts, pouch numbers, receipts, signatures, weight, and other related pouch shipping data.
Disposition:	Destroy when 1 year old.
DispAuthNo:	N1-059-94-43, item 20 Date Edited: 10/26/2007

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A-11-033-15 Official Courier Accompanied Pouch Charges (FS-452) - Program File

Description: Form FS-452 covering airlines, excess baggage charges, payments, shipping receipts, and other related subjects.

Disposition: Destroy when 1 year old.

DispAuthNo: N1-059-94-43, item 19 **Date Edited:** 10/26/2007

A-11-033-16 Washington Regional Diplomatic Courier - Program File - Arrange by TAGS and Terms

Description: Documentation on the Department courier operations covering airports, couriers, funding, guidelines, monthly fiscal reports, monthly narrative reports, passes, pouches, procedures, schedules, trip reports, weekly activity reports, and other related subjects.

Disposition: Cut off file at end of each year. Destroy 3 years after cut off date.

DispAuthNo: N1-059-94-43, item 18 **Date Edited:** 10/26/2007

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Executive Director - Front Office

A-11-037-01 Executive Director Chronological Files

Description: Copies of various incoming and outgoing correspondence signed by the Director, including, but not limited to: memoranda, OIG requests/responses, internal instructions, reports, memoranda of understanding or agreement and briefing materials. The files are stored chronologically and are maintained by month and year.

Note: Record copies are retained in subordinate office(s).

Disposition: Temporary. Cut off end of the calendar year. Destroy 3 years after cut off or when no longer needed for reference, whichever is sooner.

DispAuthNo: N1-059-11-15, item 1 **Date Edited:** 11/7/2011

A-11-037-02 Tracking and Control Records

Description: Logs, registers, and other records used to control or document the status of correspondence, reports, or other records that are authorized for destruction by the GRS or a NARA-approved SF 115.

Disposition: Temporary. Destroy or delete when 2 years old, or 2 years after the date of the latest entry, whichever is applicable.

DispAuthNo: GRS 23, item 8 **Date Edited:** 11/7/2011

A-11-037-03 Performance Appraisal

Description: Copies of performance appraisals and job elements and standards upon which they are based.

Disposition: Temporary. Destroy 4 years after date of appraisal.

DispAuthNo: GRS 1, item 23a(4) **Date Edited:** 11/7/2011

A-11-037-04 Supervisor Personnel Files

Description: Correspondence, forms, and other records relating to positions, authorizations, pending actions, position descriptions, requests for personnel action, and records on individual employees duplicated in or not appropriate for the OPF.

Disposition: Temporary. Review annually and destroy superseded or obsolete documents, or destroy file relating to an employee within 1 year after separation or transfer.

DispAuthNo: GRS 1, item 18a **Date Edited:** 11/7/2011

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A-11-037-05 Administrative Files

Description: Records accumulated by individual offices that relate to the internal administration or housekeeping activities of the office rather than the functions for which the office exists. In general, these records relate to the office organization, staffing, procedures, and communications, including facsimile machine logs; the expenditure of funds, including budget records; day-to-day administration of office personnel including training and travel; supplies and office services and equipment requests and receipts; and the use of office space and utilities. They may also include copies of internal activity and workload reports (including work progress, statistical, and narrative reports prepared in the office and forwarded to higher levels) and other materials that do not serve as unique documentation of the programs of the office.

Disposition: Temporary. Destroy when 2 years old.

DispAuthNo: GRS 23, item 1

Date Edited: 11/7/2011

A-11-037-06 Transitory Files

Description: Records of short-term (180 days or less) interest, including in electronic form (e.g., e-mail messages), which have minimal or no documentary or evidential value. Included are such records as:

- Routine requests for information or publications and copies of replies which require no administrative action, no policy decision, and no special compilation or research for reply;
- Originating office copies of letters of transmittal that do not add any information to that contained in the transmitted material, and receiving office copy if filed separately from transmitted material;
- Quasi-official notices including memoranda and other records that do not serve as the basis of official actions, such as notices of holidays or charity appeals, bond campaigns, and similar records;
- Records documenting routine activities containing no substantive information, such as routine notifications of meetings, scheduling of work-related trips and visits, and other scheduling related activities;
- Suspense and tickler files or "to-do" and task lists that serve as a reminder that an action is required on a given date or that a reply to action is expected, and if not received, should be traced on a given date.

Disposition: Temporary. Destroy immediately, or when no longer needed for reference, or according to a predetermined time period or business rule (e.g., implementing the auto-delete feature of electronic mail systems).

DispAuthNo: GRS 23, item 7

Date Edited: 11/7/2011

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Executive Director - Chief Technology Office

A-11-038-01 Program Management Files

Description: Files contain background material, reports, and other documentation on security requirements covering developments, evaluations, existing systems, interagency research, market research, new equipment, new systems, requirement developments, systems, and other related subjects. Includes but not limited to maintaining network servers, desktop computers, and other hardware, installing and upgrading network operating systems and shared applications, and providing data telecommunications and other related matters.

Disposition: Temporary. Destroy when obsolete or when superseded or no longer used by the Department.

DispAuthNo: DAA-0059-2011-0002-0001 **Date Edited:** 11/7/2011

A-11-038-02 CTO Correspondence Files

Description: Contains memorandums, correspondence, internal guidelines and other related information regarding management of Diplomatic Security (DS) infrastructures.

Disposition: Temporary. Cut off at end of the calendar year. Destroy two (2) years after cutoff.

DispAuthNo: DAA-0059-2011-0002-0002 **Date Edited:** 11/7/2011

A-11-038-03 Intra-Agency Agreement Files

Description: File contains copies of Intra-agency agreements for Department of State offices such as Memorandums of Understanding (MOUs), Memorandums of Agreements (MOAs), Service Level Agreements (SLAs), support documentation and other related information.

Disposition: Temporary. Destroy upon termination of MOA/SLA or when no longer needed.

DispAuthNo: DAA-0059-2011-0002-0003 **Date Edited:** 11/7/2011

A-11-038-04 Site Security Review Files

Description: Reports, spreadsheets, correspondence and other related documentation pertaining to computer security site reviews including but not limit to policy compliance (FAM, FISMA, etc), unauthorized access and equipment, intrusion issues, recommendations, deficiencies for the Department domestic facilities including Hawaii and Puerto Rico that are protection of Diplomatic Security (DS), Information System Security Officer (ISSO). Records are maintained by location.

Disposition: Temporary. Cutoff annually. Destroy 5 years after cutoff or when superseded, whichever is later.

DispAuthNo: DAA-0059-2011-0002-0004 **Date Edited:** 11/7/2011

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A-11-038-05 Enterprise Architecture Records

Description: Records identifying the IT systems and networks required to perform the agency's mission and the transitional processes required to implement comprehensive programs to support that mission. Records may include technical reference models, diagrams, graphics, models, and narratives that describe the agency's baseline architecture, target architecture and related sequencing plans.

Disposition: Temporary. Cutoff when superseded by a new iteration of the enterprise architecture. Destroy/delete when 7 years old or when no longer needed, whichever is later.

DispAuthNo: GRS 27, item 2

Date Edited: 11/7/2011

A-11-038-06 IT Capital Investment Records

Description: Records documenting the integration of IT investment with agency-wide strategic planning, budgeting, procurement and management. Records include routine and periodic reports on IT capital investments; capital assets plans; business cases for major investments, systems acquisitions, or operation assets identified in the agency's capital investment portfolio; and clearance and review records.

Disposition: Temporary. Cutoff annually. Destroy/delete when 7 years old or when no longer needed, whichever is later.

DispAuthNo: GRS 27, item 3

Date Edited: 11/7/2011

A-11-038-07a Oversight and Compliance Files

Description: Records in offices with agency-wide or bureau-wide responsibility for managing IT operations relating to compliance with IT policies, directives, and plans including recurring and special reports, responses to findings and recommendations, and reports of follow-up activities.

a. Performance measurements and benchmarks

Disposition: Temporary. Destroy/delete when 5 years old or 1 year after responsible office determines that there are no unresolved issues, whichever is longer.

DispAuthNo: GRS 24, item 1a

Date Edited: 11/7/2011

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A-11-038-07b Oversight and Compliance Files

Description: Records in offices with agency-wide or bureau-wide responsibility for managing IT operations relating to compliance with IT policies, directives, and plans including recurring and special reports, responses to findings and recommendations, and reports of follow-up activities.

b. All other oversight and compliance records, including certification and accreditation of equipment, quality assurance reviews and reports, reports on implementation of plans, compliance reviews, and data measuring or estimating impact and compliance

Disposition: Temporary. Destroy/delete when 3 (three) years old or 1 (one) year after responsible office determines that there are no unresolved issues, whichever is longer.

DispAuthNo: GRS 24, item 1b

Date Edited: 11/7/2011

A-11-038-08 IT Facility, Site Management, and Equipment Support Services Records

Description: Records maintained by offices responsible for the control and operation of buildings and rooms where IT equipment, systems, and storage media are located, including files identifying IT facilities and sites, and files concerning implementation of IT facility and site management and equipment support services provided to specific sites, including reviews, site visit reports, trouble reports, equipment service histories, reports of follow-up actions, and related correspondence.

Disposition: Temporary. Destroy/delete when 3 (three) years old or when superseded or obsolete, whichever is longer.

DispAuthNo: GRS 24, item 2

Date Edited: 11/7/2011

A-11-038-09a IT Asset and Configuration Management Files

Description: a. Inventories of IT assets, network circuits, and building or circuitry diagrams, including equipment control systems such as databases of barcodes affixed to IT physical assets.

Disposition: Temporary. Destroy/delete 1 (one) year after completion of the next inventory.

DispAuthNo: GRS 24, item 3a

Date Edited: 11/7/2011

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A-11-038-09b(1)	IT Asset and Configuration Management Files
Description:	<p>b. Records created and retained for asset management, performance and capacity management, system management, configuration and change management, and planning, follow-up, and impact assessment of operational networks and systems. Includes, but is not limited to:</p> <p>(1) Data and detailed reports on implementation of systems, applications and modifications; application sizing, resource and demand management; documents identifying, requesting, and analyzing possible changes, authorizing changes, and documenting implementation of changes; documentation of software distribution and release or version management.</p>
Disposition:	Temporary. Destroy/delete 1 (one) year after termination of system.
DispAuthNo:	GRS 24, item 3b(1) Date Edited: 11/7/2011
A-11-038-09b(2)	IT Asset and Configuration Management Files
Description:	<p>b. Records created and retained for asset management, performance and capacity management, system management, configuration and change management, and planning, follow-up, and impact assessment of operational networks and systems. Includes, but is not limited to:</p> <p>(2) Records of routine IT maintenance on the network infrastructure documenting preventative, corrective, adaptive and perfective (enhancement) maintenance actions, including requests for service, work orders, service histories, and related records.</p>
Disposition:	Temporary. Destroy/delete when 3 (three) years old or 1 (one) year after termination of system, whichever is sooner. [Note: If any maintenance activities have a major impact on a system or lead to a significant change, those records should be maintained as part of the item 3b(1).]
DispAuthNo:	GRS 24, item 3b(2) Date Edited: 11/7/2011
A-11-038-10a(1)	System Backups and Tape Library Records
Description:	<p>a. Backup tapes maintained for potential system restoration in the event of a system failure or other unintentional loss of data.</p> <p>(1) Incremental backup tapes.</p>
Disposition:	Temporary. Delete/destroy when superseded by a full backup, or when no longer needed for system restoration, whichever is later.
DispAuthNo:	GRS 24, item 4a(1) Date Edited: 11/7/2011

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A-11-038-10a(2)	System Backups and Tape Library Records
Description:	a. Backup tapes maintained for potential system restoration in the event of a system failure or other unintentional loss of data. (2) Full backup tapes.
Disposition:	Temporary. Delete/destroy when second subsequent backup is verified as successful or when no longer needed for system restoration, whichever is later.
DispAuthNo:	GRS 24, item 4a(2) Date Edited: 11/7/2011
A-11-038-10b	System Backups and Tape Library Records
Description:	b. Tape library records including automated files and manual records used to control the location, maintenance, and disposition of magnetic media in a tape library including list of holdings and control logs.
Disposition:	Temporary. Destroy/delete when superseded or obsolete.
DispAuthNo:	GRS 24, item 4b Date Edited: 11/7/2011
A-11-038-11a	Files Related to Maintaining the Security of Systems and Data
Description:	a. System Security Plans and Disaster Recovery Plans.
Disposition:	Temporary. Destroy/delete 1 year after system is superseded.
DispAuthNo:	GRS 24, item 5a Date Edited: 11/7/2011
A-11-038-11b	Files Related to Maintaining the Security of Systems and Data
Description:	b. Documents identifying IT risks and analyzing their impact, risk measurements and assessments, actions to mitigate risks, implementation of risk action plan, service test plans, test files and data.
Disposition:	Temporary. Destroy/delete 1 (one) year after system is superseded.
DispAuthNo:	GRS 24, item 5b Date Edited: 11/7/2011

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A-11-038-12a	User Identification, Profiles, Authorizations, and Password Files - EXCLUDING records relating to electronic signatures
Description:	a. Systems requiring special accountability, e.g., those containing information that may be needed for audit or investigative purposes and those that contain classified records.
Disposition:	Temporary. Destroy/delete inactive file 6 (six) years after user account is terminated or password is altered, or when no longer needed for investigative or security purposes, whichever is later.
DispAuthNo:	GRS 24, item 6a Date Edited: 11/7/2011
A-11-038-12b	User Identification, Profiles, Authorizations, and Password Files - EXCLUDING records relating to electronic signatures
Description:	b. Routine systems, i.e., those not covered by item 6a.
Disposition:	Temporary. Delete/destroy when the Agency determines they are no longer needed for administrative, legal, audit, or other operational purposes (GRS 20, item 1c).
DispAuthNo:	GRS 24, item 6b Date Edited: 11/7/2011
A-11-038-13	Computer Security Incident Handling, Reporting and Follow-up Records
Description:	
Disposition:	Temporary. Destroy/delete 3 (three) years after all necessary follow-up actions have been completed.
DispAuthNo:	GRS 24, item 7 Date Edited: 11/7/2011
A-11-038-14a	IT Operations Record
Description:	a. Workload schedules, run reports, and schedules of maintenance and support activities.
Disposition:	Temporary. Destroy/delete when 1 (one) year old.
DispAuthNo:	GRS 24, item 8a Date Edited: 11/7/2011
A-11-038-14b	IT Operations Records
Description:	b. Problem reports and related decision documents relating to the software infrastructure of the network or system.
Disposition:	Temporary. Destroy/delete 1 (one) year after problem is resolved.
DispAuthNo:	GRS 24, item 8b Date Edited: 11/7/2011

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A-11-038-15a	Financing of IT Resources and Services
Description:	a. Agreements formalizing performance criteria for quantity and quality of service, including definition of responsibilities, response times and volumes, charging, integrity guarantees, and non-disclosure agreements
Disposition:	Temporary. Destroy/delete 3 (three) years after agreement is superseded or terminated.
DispAuthNo:	GRS 24, item 9a
	Date Edited: 11/7/2011
A-11-038-15b	Financing of IT Resources and Services
Description:	b. Files related to managing third-party services, including records that document control measures for reviewing and monitoring contracts and procedures for determining their effectiveness and compliance.
Disposition:	Temporary. Destroy/delete 3 (three) years after control measures or procedures are superseded or terminated.
DispAuthNo:	GRS 24, item 9b
	Date Edited: 11/7/2011
A-11-038-15c	Financing of IT Resources and Services
Description:	c. Records generated in IT management and service operations to identify and allocate charges and track payments for computer usage, data processing and other IT services EXCLUDING records that are part of the agency cost accounting system, which are covered in GRS 8, items 6 and 7.
Disposition:	Temporary. Destroy/delete records with no outstanding payment issues when 3 (three) years old.
DispAuthNo:	GRS 24, item 9c
	Date Edited: 11/7/2011
A-11-038-16a	IT Customer Service Files
Description:	a. Records related to providing help desk information to customers, including pamphlets, responses to "Frequently Asked Questions," and other documents prepared in advance to assist customers.
Disposition:	Temporary. Destroy/delete 1 (one) year after record is superseded or obsolete.
DispAuthNo:	GRS 24, item 10a
	Date Edited: 11/7/2011

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A-11-038-16b	IT Customer Service Files
Description:	b. Help desk logs and reports and other files related to customer query and problem response; query monitoring and clearance; and customer feedback records; and related trend analysis and reporting.
Disposition:	Temporary. Destroy/delete when 1 (one) year old or when no longer needed for review and analysis, whichever is later.
DispAuthNo:	GRS 24, item 10b
Date Edited: 11/7/2011	
A-11-038-17a	IT Infrastructure Design and Implementation Files
Description:	Records of individual projects designed to provide and support new agency IT infrastructure (see Note), systems, and services. Includes records documenting (1) requirements for and implementation of functions such as maintaining network servers, desktop computers, and other hardware, installing and upgrading network operating systems and shared applications, and providing data telecommunications; (2) infrastructure development and maintenance such as acceptance/accreditation of infrastructure components, analysis of component options, feasibility, costs and benefits, and work associated with implementation, modification, and troubleshooting; (3) models, diagrams, schematics, and technical documentation; and (4) quality assurance reviews and test plans, data, and results. a. Records for projects that are not implemented.
Disposition:	Temporary. Destroy/delete 1 (one) year after final decision is made.
DispAuthNo:	GRS 24, item 11a
Date Edited: 11/7/2011	
A-11-038-17b	IT Infrastructure Design and Implementation Files
Description:	Records of individual projects designed to provide and support new agency IT infrastructure (see Note), systems, and services. Includes records documenting (1) requirements for and implementation of functions such as maintaining network servers, desktop computers, and other hardware, installing and upgrading network operating systems and shared applications, and providing data telecommunications; (2) infrastructure development and maintenance such as acceptance/accreditation of infrastructure components, analysis of component options, feasibility, costs and benefits, and work associated with implementation, modification, and troubleshooting; (3) models, diagrams, schematics, and technical documentation; and (4) quality assurance reviews and test plans, data, and results. b. Records for projects that are implemented.
Disposition:	Temporary. Destroy/delete 5 (five) years after project is terminated.
DispAuthNo:	GRS 24, item 11b
Date Edited: 11/7/2011	

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A-11-038-17c	IT Infrastructure Design and Implementation Files		
Description:	Records of individual projects designed to provide and support new agency IT infrastructure (see Note), systems, and services. Includes records documenting (1) requirements for and implementation of functions such as maintaining network servers, desktop computers, and other hardware, installing and upgrading network operating systems and shared applications, and providing data telecommunications; (2) infrastructure development and maintenance such as acceptance/accreditation of infrastructure components, analysis of component options, feasibility, costs and benefits, and work associated with implementation, modification, and troubleshooting; (3) models, diagrams, schematics, and technical documentation; and (4) quality assurance reviews and test plans, data, and results. c. Installation and testing records.		
Disposition:	Temporary. Destroy/delete 3 (three) years after final decision on acceptance is made.		
DispAuthNo:	GRS 24, item 11c	Date Edited:	11/7/2011
A-11-038-18	Chron/Reference Files		
Description:	Copies of correspondence, reports, special studies, internal instructions, information materials, and other documents used solely for reference purposes (Official copy retained in subordinate office(s)).		
Disposition:	Temporary. Destroy material when no longer needed for reference.		
DispAuthNo:	Non-Record	Date Edited:	11/7/2011
A-11-038-19	Time and Attendance Source records		
Description:	All time and attendance records upon which leave input data is based, such as sign-in sheets; DS-1194, Time and Attendance Reports; JF-56, Authorization of Premium Compensation; DS-1734M, Tatel/PC (draft and final report); DS-1216, Leave Statements; flextime records, and leave applications for jury and military duty. Records may be in either electronic or paper form.		
Disposition:	The following disposition is temporarily suspended due to the AFGE litigation hold. These records may not be destroyed until further notice. Temporary. Block files annually. Retire yearly accumulations of one box or more to Records Storage Center. Destroy after GAO audit or when 6 (six) years old, whichever is sooner.		
DispAuthNo:	GRS 2, item 7	Date Edited:	11/7/2011

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A-11-038-20 Building Pass Files

Description: Card Issuance File.

Authorization to Issue Permanent Department of State Employee I.D. Card (DS-1838), Authorization to Issue Department of State Building Pass (DS-1839), and other documentation on I.D. cards and building passes covering authorizations, buildings, issuances, and other related subjects. (A-11-003-11a)

Disposition: Temporary. Destroy when 1 (one) year old.

DispAuthNo: N1-059-94-43, item 35a

Date Edited: 11/7/2011

A-11-038-21a(1) Training Records

Description: a. General file of agency-sponsored training, EXCLUDING record copy of manuals, syllabuses, textbooks, and other training aids developed by the agency

(1) Correspondence, memoranda, agreements, authorizations, reports, requirement reviews, plans, and objectives relating to the establishment and operation of training courses and conferences.

Disposition: Temporary. Destroy when 5 (five) years old or 5 (five) years after completion of a specific training program.

DispAuthNo: GRS 1, item 29a(1)

Date Edited: 11/7/2011

A-11-038-21a(2) Training Records

Description: a. General file of agency-sponsored training, EXCLUDING record copy of manuals, syllabuses, textbooks, and other training aids developed by the agency

(2) Background and working files.

Disposition: Temporary. Destroy when 3 (three) years old.

DispAuthNo: GRS 1, item 29a(2)

Date Edited: 11/7/2011

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A-11-038-22a	Information Security Files - Arrange by TAGS and Terms
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Description: Policies and procedures documentation on information security standards, operations, and compliance covering access, accountability, administratively controlled information, classified information, communications security, compromises, controls, declassification, destruction, disposition, dissemination, enforcement, evaluations, guides, identification, inspections, markings, open storage, protection, reproduction, security violations, storage, surveys, Tempest, training, transmission, transportation, unauthorized disclosures, unit security officers, upgrading, and other related subjects.

a. Program File.

Disposition: Temporary. Cut off file at end of each calendar year. Destroy 3 (three) years after cutoff date.

DispAuthNo: N1-059-94-43, item 37a

Date Edited: 11/7/2011

A-11-038-22b	Information Security Files - Arrange by Post
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Description: Policies and procedures documentation on information security standards, operations, and compliance covering access, accountability, administratively controlled information, classified information, communications security, compromises, controls, declassification, destruction, disposition, dissemination, enforcement, evaluations, guides, identification, inspections, markings, open storage, protection, reproduction, security violations, storage, surveys, Tempest, training, transmission, transportation, unauthorized disclosures, unit security officers, upgrading, and other related subjects.

b. Post File.

b. Post File.

Disposition: TEMPORARY. Cut off file at end of each calendar year. Retire to RSC 3 (three) years after cutoff date for transfer to WNRC. Destroy 5 (five) years cutoff date.

DispAuthNo: N1-059-94-43, item 37b

Date Edited: 11/7/2011

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A-11-038-23a	Information Systems Security - Program File - Arrange by post or project whenever appropriate - Arrange sub-files by TAGS and Terms when applicable		
Description:	Correspondence and other documentation on information systems security covering analyses, communications, computers, procedures, projects, research, studies, training material, and other related subjects. a. Computer Security Evaluation Reports (COMPUSEC) and Communication Security Evaluation Reports (COMSEC).		
Disposition:	Temporary. Cut off file at end of each calendar year. Destroy when new report is issued.		
DispAuthNo:	N1-059-94-43, item 27a	Date Edited:	11/7/2011
A-11-038-23b	Information Systems Security - Program File - Arrange by post or project whenever appropriate - Arrange sub-files by TAGS and Terms when applicable		
Description:	Correspondence and other documentation on information systems security covering analyses, communications, computers, procedures, projects, research, studies, training material, and other related subjects. b. All other items.		
Disposition:	Cut off file at end of each calendar year. Destroy 3 years after cutoff date.		
DispAuthNo:	N1-059-94-43, item 27b	Date Edited:	11/7/2011

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Executive Director - Chief Financial Officer

A-11-040-01	Chief Financial Officer's Budget Correspondence Files [Financial Planning Division]
Description:	Correspondence files documenting the Department's budget policy and procedures including internal procedures, routine administration, and other matters relating to Diplomatic Security budgetary activities.
Disposition:	Temporary. Cut off at end of fiscal year. Destroy 5 years after cutoff.
DispAuthNo:	N1-059-11-14, item 1 Date Edited: 10/7/2011
A-11-040-02	Budget Apportionment Files [Financial Planning Division]
Description:	Recordkeeping copies of Diplomatic Security budget estimates and justifications prepared by bureau and subordinates regarding worldwide allotment, obligations and expenditures.
Disposition:	Temporary. Cut off when funding has been expended. Destroy 7 years after cutoff.
DispAuthNo:	N1-059-11-14, item 2 Date Edited: 10/7/2011
A-11-040-03	Reimbursement Files [Financial Planning Division]
Description:	Copies of reimbursements with other agencies, funding, justifications, payment information and other related documentation regarding Diplomatic Security activities.
Disposition:	Temporary. Cut off at end of fiscal year. Destroy 6 years and 3 months after cutoff.
DispAuthNo:	N1-059-11-14, item 3 Date Edited: 10/7/2011
A-11-040-04	Miscellaneous Obligations [Financial Execution Division]
Description:	Funds expended for obligations with one year expiration, trans codes, training, interagency agreements and other related documentation.
Disposition:	Temporary. Destroy 6 years and 3 months after close out of the appropriation, or in the case of no year appropriation until expended whichever is later.
DispAuthNo:	N1-059-11-14, item 4 Date Edited: 10/7/2011
A-11-040-05	Advice of Allotment
Description:	Documentation of funds allocated for Diplomatic Security activities worldwide regarding travel, training, equipment, supplies and other related information that is maintained in the Budget Resource Management System (BRMS).
Disposition:	Temporary. Cutoff end of fiscal year. Destroy 6 years and 3 months after cutoff.
DispAuthNo:	N1-059-11-14, item 5 Date Edited: 10/7/2011

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A-11-040-06 Budget Correspondence Files

Description: Correspondence files pertaining to routine administration, internal procedures and other matters excluding files relating to agency policy and procedures maintained in formally organized budget offices.

Disposition: Temporary. Cutoff end of fiscal year. Destroy 2 years after cutoff.

DispAuthNo: GRS 5, item 1 **Date Edited:** 10/7/2011

A-11-040-07 Budget Background Records

Description: Cost statements, rough data and similar materials accumulated in the preparation of annual budget estimates, including duplicates of budget estimates and justification and related appropriation language sheets, narrative statements, and related schedules; and originating offices' copies of reports submitted to budget offices.

Disposition: Temporary. Cutoff end of fiscal year. Destroy 1 year after cutoff

DispAuthNo: GRS 5, item 2 **Date Edited:** 10/7/2011

A-11-040-08 Budget Preparation, Presentation and Justification Records

Description: Budgetary statements (estimates and justification), cost statements, proposal, supporting data, and other related materials accumulated including ICASS (International Cooperative Administrative Support Service) and Non-ICASS participating agencies in the formulation of annual budget submissions regarding Diplomatic Security activities to the Department, OMB and Congress.

Disposition: Temporary. Cut off at end of fiscal year. Destroy 1 year after cutoff.

DispAuthNo: GRS 5, item 2 **Date Edited:** 10/7/2011

A-11-040-09 Budget Report Files

Description: Periodic reports on the status of appropriation accounts and apportionment.
a. Monthly report

Disposition: Temporary. Cutoff end of fiscal year. Destroy 6 years and 3 months after close out of the appropriation, or in the case of no year appropriation until expended whichever is greater.

DispAuthNo: GRS 5, item 3a **Date Edited:** 10/7/2011

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A-11-040-10	Budget Report Files
Description:	Periodic reports on the status of appropriation accounts and apportionment. b. All other reports
Disposition:	Temporary. Cutoff end of fiscal year. Destroy 3 years after cutoff.
DispAuthNo:	GRS 5, item 3b Date Edited: 10/7/2011
A-11-040-11	Expenditure Accounting General Correspondence and Subject Files
Description:	Correspondence or subject files maintained by operating units responsible for expenditure accounting, pertaining to their internal operations and administration.
Disposition:	Temporary. Cutoff end of fiscal year. Destroy 6 years and 3 months after close out of the appropriation, or in the case of no year appropriation until expended whichever is greater.
DispAuthNo:	GRS 7, item 1 Date Edited: 10/7/2011
A-11-040-12	Appropriation Allotment Files
Description:	Allotment records showing status of obligations and allotments under each authorized appropriation. Record copy is maintained in the Global Financial Management System (GFMS).
Disposition:	Temporary. Cutoff fiscal year files closed out. Destroy 6 years and 3 months after close out of the appropriation, or in the case of no year appropriation until expended whichever is later.
DispAuthNo:	GRS 7, item 3 Date Edited: 10/7/2011
A-11-040-13	Procurement Files
Description:	Procurement records support financial expenses incurred by the Bureau of Diplomatic Security that include but not limited to goods, services, credit card orders, purchase orders, petty cash and other related expenditures. Records copies are maintained in Ariba - Integrated Logistics Management System (ILMS).
Disposition:	Temporary. Cutoff after final payment. Destroy 6 years and 3 months after close out of the appropriation, or in the case of no year appropriation until expended whichever is later.
DispAuthNo:	GRS 3, item 3a(1)(a) Date Edited: 10/7/2011

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A-11-040-14 Travel Files - Reimbursable

Description: Copies of records relating to reimbursing individual, such as travel orders, per diem vouchers, and all other supporting documents relating to official travel by Diplomatic Security officers, employees, or other authorized by law to travel. Record copies maintained in E2 Solutions.

Disposition: Temporary. Cutoff annually. Destroy 6 years and 3 months after close out of the appropriation, or in the case of no year appropriation until expended whichever is later.

DispAuthNo: GRS 6a, item 1a

Date Edited: 10/7/2011

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Executive Director - Office of Human Resources Management

A-11-041-01 Administrative Personnel Working Files

Description: Arranged by employee name. Files contain copies of correspondence and forms maintained in Official Personnel File including but not limited to Enter On Duty (EOD) checklist, personnel actions, tax withholding forms, benefit election forms, travel orders, emergency contact information and other documentation related personnel functions.

Disposition: Temporary. Cutoff upon separation or transfer of an employee. Destroy 2 years after cutoff.

DispAuthNo: DAA-0059-2011-0004-0001 **Date Edited:** 2/6/2012

A-11-041-02 Employees Performance Working Files

Description: Arranged by employee name. Files contain convenience copies of performance related personnel records held in the Human Resource office covering such items as performance appraisals, awards nominations and notifications.

NOTE: Upon separation or transfer of an employee, combine and store inactive employee's personnel and performance files in the appropriate designated repository. Destroy as directed by appropriate records disposition.

Disposition: Temporary. Cutoff upon separation or transfer of an employee. Destroy 2 years after cutoff.

DispAuthNo: DAA-0059-2011-0004-0002 **Date Edited:** 2/6/2012

A-11-041-03 Interagency Agreements

Description: File contains copies of Memorandums of Understanding (MOU) and Memorandums of Agreement (MOA) with other U.S. Government agencies. Includes but limited to detailed personnel, background information, and support documentation of interagency agreements.

Disposition: Temporary. Destroy upon termination or expiration of interagency agreement or when no longer needed, whichever is later.

DispAuthNo: DAA-0059-2011-0004-0003 **Date Edited:** 2/6/2012

A-11-041-04 Personal Services Contract Files

Description: Copies of personal service contracts, renewal forms, exercise of option year forms, modifications and other related documentation regarding employment position. Personal Services Contracts maintained by DS generated contract number.

Record copy of individual personal service contracts maintained in DS/CAP.

Disposition: Temporary. Cutoff when contract expires. Destroy 2 years after cutoff.

DispAuthNo: DAA-0059-2011-0004-0004 **Date Edited:** 2/6/2012

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A-11-041-05 **Personal Services Contract (PSC) Employee Files**

Description: Copies of employees HRPSC021 Request for Contract Action (Personal Services Contract), JF-62, PSC salary worksheet computation, statement of work, security clearance, résumé, certificate of eligibles, superior qualifications approval memo, medical clearance (for PSCs overseas), final letter of offer, performance evaluations (for PSC renewals), correspondence, PSC contract checklist, copies of contracts, and various personnel forms and financial forms relating to activities of contractors. Files maintained alphabetically by employee names.

Record copy of individual personal service contract employees files maintained in DS/CAP.

Disposition: Temporary. Cutoff when employee has separated or terminated. Destroy 2 years after cutoff.

DispAuthNo: DAA-0059-2011-0004-0005 **Date Edited:** 2/6/2012

A-11-041-06 **Personal Services Contract Tracking Log**

Description: PSC tracking log contain information regarding the PSC employment positions in Diplomatic Security. Information extracted includes but not limited to the DSPSC number, position title/series/grade, bureau, new/renewal indicator, position announcement number, classification, program office, selection and other logistical information regarding the positions.

Disposition: Temporary. Destroy/Delete when no longer needed. To maintain readability migrate data when system is superseded.

DispAuthNo: DAA-0059-2011-0004-0006 **Date Edited:** 2/6/2012

A-11-041-07 **Law Enforcement Retirement Verification Case Files**

Description: Files contain information pertaining to law enforcement employees that have separated and/or converted to civil service that includes but not limited to historical research, retirement verification request form, personnel action (SF50), subject expert reviews, performance evaluation, correspondence and other related documentation. Files arranged by name.

Disposition: Temporary. Cutoff when employee transfers, separate or converts civil service. Destroy 10 years after retirement of employee.

DispAuthNo: DAA-0059-2011-0004-0007 **Date Edited:** 2/6/2012

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A-11-041-08a	RECRUIT
Description:	a. Master File: RECRUIT is an application that provides DS with a single location to enter and track applicants for DS-unique security specialty positions. DS requires staff with specialized skills not utilized within the remainder of the Department. The RECRUIT application was developed in concert with the HR Bureau to integrate within the Department's hiring process. During the recruitment of staff with specialized skills, RECRUIT enables DS to collect specialty information and qualifications on job candidates and to refine candidate pools in a progressive manner to a hiring decision.
Disposition:	Temporary. Destroy/delete master file data 5 years after a position is closed.
DispAuthNo:	DAA-0059-2011-0004-0008
	Date Edited: 2/6/2012
A-11-041-08b	RECRUIT
Description:	b. Input/Source Records Hard copy (non-electronic) documents used to create, update, or modify electronic records when the electronic records are retained to meet recordkeeping requirements and are covered by a NARA-approved schedule. Included are such records as hard copy forms used for data input as well as hard copy documents that are scanned into an electronic recordkeeping system.
Disposition:	Temporary: Destroy two (2) years after the information has been converted to an electronic medium and verified, when no longer needed for legal or audit purposes, or to support the reconstruction of, or serve as the backup to, the electronic records.
DispAuthNo:	GRS 20, item 2a(4)
	Date Edited: 2/6/2012
A-11-041-08c	RECRUIT
Description:	c. Outputs: Includes reports, statistics and metadata.
Disposition:	Temporary. Delete/destroy when no longer needed.
DispAuthNo:	GRS 20, Items 4 and 5
	Date Edited: 2/6/2012

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A-11-041-08d	RECRUIT
Description:	d. Systems Backups: System Backups and Tape Library Records. Backup tapes maintained for potential system restoration in the event of a system failure or other unintentional loss of data.
Disposition:	Temporary. Delete/destroy incremental backup tapes when second and subsequent backup is verified as successful or when no longer needed for system restoration, whichever is later.
DispAuthNo:	GRS 24, item 4a(1) Date Edited: 2/6/2012
A-11-041-08e	RECRUIT
Description:	e. System Documentation: Includes systems requirements, system design, and user guides.
Disposition:	Temporary. Delete/destroy when superseded or obsolete, or upon authorized deletion of the related master file or data base, or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is latest.
DispAuthNo:	GRS 20, item 11a(1) Date Edited: 2/6/2012
A-11-041-09	Law Enforcement Availability Pay Records
Description:	Quarterly and annual hours worked reports; initial and annual employee certifications; employee re-certifications after voluntary and/or involuntary decertification; LEAP Panel records (correspondence and determinations); LEAP memos to employees – recommendation to decertify, decision memo to Director of DSS, decertification notification. Records may be in either electronic or paper form.
Disposition:	Temporary. Cutoff annually. Destroy 7 years after cutoff.
DispAuthNo:	DAA-0059-2011-0004-0011 Date Edited: 2/6/2012
A-11-041-10	Law Enforcement Availability Pay Log
Description:	File contain information regarding law enforcement availability pay (LEAP) on spreadsheet document details that includes but not limited to the participant name, work hours, time reconciliations, work identification number, and other related information.
Disposition:	Temporary. Cutoff annually. Destroy after GAO audit or when 6 years old whichever is sooner.
DispAuthNo:	GRS 2, item 7 Date Edited: 2/6/2012

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A-11-041-11	Personal Injury Files
Description:	Forms, reports, correspondence, and related medical and investigatory records relating to on-the-job injuries, whether or not a claim for compensation was made, excluding copies filed in the Employee Medical Folder and copies submitted to the Department of Labor.
Disposition:	Temporary. Cutoff when compensation is terminated or when deadline for filing a claim has passed. Destroy three (3) years after cutoff.
DispAuthNo:	GRS 1, item 31
	Date Edited: 2/6/2012
A-11-041-12	Applicant Working Files
Description:	Arranged by employee name. Files contain application, test results, and request for security clearance form for civil and foreign service employees. Note: Individual Employee Records. Paperwork for Foreign Service is forwarded to HR/REE.
Disposition:	Temporary. Destroy when superseded or obsolete, or upon separation or transfer of employee, unless specifically required to be transferred with the OPF.
DispAuthNo:	GRS 1, item 10a
	Date Edited: 2/6/2012
A-11-041-13	Merit Promotion Case Files
Description:	Files contain job announcement, qualification standards, evaluation methods, selection procedures, and evaluation of candidates. Files arranged by announcement number.
Disposition:	Temporary. Destroy after OPM audit or two (2) years after the personnel action is completed, whichever is sooner.
DispAuthNo:	GRS 1, item 32
	Date Edited: 2/6/2012
A-11-041-14	Administrative Disciplinary Files
Description:	Adverse Action Files (5 CFR 752) and Performance-Based Actions (5 CFR 432). Case files and records related to adverse actions and performance-based actions (removal, suspension, reduction-in-grade, furlough) against employees. The file includes a copy of the proposed adverse action with supporting documents; statements of witnesses; employee reply; hearing notices, reports, and decisions; reversal of action; and appeal records.
Disposition:	Temporary. Destroy no sooner than four (4) years, but no later than seven (7) years after case is closed
DispAuthNo:	GRS 1, item 30b
	Date Edited: 2/6/2012

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A-11-041-15 Federal Workplace Drug Testing Notification Files

Description: Employee drug testing appointment notification received from MED. Regardless of media, listing contains names of employees whose positions are designated sensitive for drug testing purposes acknowledging that they have received notice that they may be tested.

Disposition: Temporary. Cutoff annually. Destroy/delete three (3) years after cutoff.

DispAuthNo: GRS 1, item 36c

Date Edited: 2/6/2012

A-11-041-16 Superior Qualifications Recommendations Files

Description: Files contain copies of DS-4031 Superior Qualification Appointment checklists, written justifications and all supporting documentation including individual application or resume, evidence of forfeited income, written recommendation and other information as stated 3 FAM 2280. Files arranged by individual's name.

Disposition: Temporary. Destroy after OPM audit or two (2) years after the personnel action is completed, whichever is sooner.

DispAuthNo: GRS 1, item 32

Date Edited: 2/6/2012

A-11-041-17 Employee Award File

Description: Files contain copies of award recommendations, approved nominations, correspondence, reports, and related handbooks pertaining to agency-sponsored cash and noncash awards, such as incentive awards, within-grade merit increases, suggestions, and outstanding performance. Files are maintained by award type and quarterly basis.

Disposition: Temporary. Destroy two (2) years after approval or disapproval

DispAuthNo: GRS 1, item 12a(1)

Date Edited: 2/6/2012

A-11-041-18 Donated Leave Program Case Files

Description: Case files documenting the receipt and donation of leave for medical emergencies, including recipient applications, agency approvals or denials, medical or physician certifications, leave donation records or OF 630-A, supervisor/timekeeper approvals, leave transfer records, payroll notification records, and leave program termination records.

Disposition: Temporary. Cutoff when file is closed. Destroy one (1) year after cutoff.

DispAuthNo: GRS 1, item 37

Date Edited: 2/6/2012

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A-11-041-19	Position Descriptions Files
Description:	Copy of position descriptions that include information on title, series, grade, duties and responsibilities, and related documents.
Disposition:	Temporary. Destroy two (2) years after position is abolished or description is superseded.
DispAuthNo:	GRS 1, item 7b
Date Edited:	2/6/2012
A-11-041-20	Desk Audit Files
Description:	Inspection, audit, and survey files including correspondence, reports, and other records relating to inspections, surveys, desk audits, and evaluations. Files arranged by name, position and organization.
Disposition:	Temporary. Destroy when obsolete or superseded.
DispAuthNo:	GRS 1, item 7c(2)
Date Edited:	2/6/2012
A-11-041-21	Employee Counseling Files
Description:	Reports of interviews, analyses and related records. Files arranged by individual names.
Disposition:	Temporary. Destroy three (3) years after termination of counseling.
DispAuthNo:	GRS 1, item 26a
Date Edited:	2/6/2012
A-11-041-22	Time and Attendance Source Records
Description:	All time and attendance records upon which leave input data is based, such as sign-in sheets; DS-1194, Time and Attendance Reports; JF-56, Authorization of Premium Compensation; DS-1734M, Tatel/PC (draft and final report); DS-1216, Leave Statements; flextime records, and leave applications for jury and military duty. Records may be in either electronic or paper form.
Disposition:	The following disposition is temporarily suspended due to the AFGE litigation hold. These records may not be destroyed until further notice. Block files annually. Retire yearly accumulations of one box or more to RSC when no longer needed for transfer to WNRC. Destroy after GAO audit or when 6 years old, whichever is sooner.
DispAuthNo:	GRS 2, item 7
Date Edited:	2/6/2012

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Certification, Accreditation and Transit Security Branch

A-11-043-01 Accreditation Inspections Program Files

Description: Accreditation inspection reports certified to Congress; physical and technical evaluations; cables and other related documentation to ensure compliance with Overseas Security Policy Board (OSPB) security standards, construction security plans and operational security systems prior to occupancy of a facility. The files are arranged by post.

Disposition: TEMPORARY. Cutoff when facility is decommissioned. Destroy/delete five (5) years after cutoff.

DispAuthNo: DAA-0059-2011-0008-0001

Date Edited: 10/5/2012

A-11-043-02a Transit Security Program Files

Description: Copies of whole and/or partial contracts; documentation regarding consolidated receiving point certifications; container certification schedules and container decertification schedules; shipping schedules; correspondence, memoranda, telegrams related to transit security plans, procurement, projects, shipments, storage and other related information. Files are arranged by subject.

a. Anomaly - Documentation regarding irregularities occurring during shipping and transiting of materials.

Disposition: TEMPORARY. Cut off when the facility to which anomaly relates is decommissioned. Destroy/delete 5 years after cut off. Supersedes N1-059-94-43, item 60 and item 61

DispAuthNo: DAA-0059-2011-0008-0002

Date Edited: 8/20/2012

A-11-043-02b Transit Security Program Files

Description: b. Non-Anomaly/Regular - Documentation regarding shipping and transiting of materials without irregularities.

Disposition: TEMPORARY. Cut off files annually. Destroy/delete 5 years after cut off or when no longer needed, whichever is later.

DispAuthNo: DAA-0059-2011-0008-0003

Date Edited: 10/22/2012

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A-11-043-03	Construction Security Certification - Program File - Arrange by post		
Description:	Congressional, correspondence, memoranda, and telegrams on construction security certifications (physical and technical), background information, buildings, certifications, construction, drawings, inspections, phases, plans, projects, renovations, residences, security, and standards.		
Disposition:	TEMPORARY: Retire to RSC three (3) years after certification for transfer to WNRC. Destroy 10 years after certification.		
DispAuthNo:	N1-059-94-43, item 50	Date Edited:	8/21/2012

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Special Investigations Division

A-11-044-01 Criminal Investigations Case Files

Description: Contains documentation on criminal investigations of Department of State employees, contractors, local employed staff, and all U.S. Government personnel under the Chief of Mission authority who have been accused of, but not limited to, misconduct related to unauthorized disclosure, compromise of classified and sensitive information, financial wrongdoing, abuse or misuse of Diplomatic Pouch, sexual assault, suspicious death, homicide or suicide of an Employee, domestic violence, child abuse and child neglect, and use of unnecessary force.

Disposition: Temporary. Cutoff at end of calendar year in which case closed. Retire 5 years after cutoff. Destroy 30 years after cutoff.

DispAuthNo: DAA-0059-2011-0010-0001 **Date Edited:** 1/3/2013

A-11-044-02 Administrative Investigations Case Files

Description: Contains documentation on administrative investigations of Department of State employees, contractors, local employed staff, and all U.S. Government personnel under the Chief of Mission authority who have been accused of, but not limited to, workplace violence, loss and/or theft of DS Special Protective Equipment, fraud, computer misuse (i.e. gambling, pornographic content), substance abuse and media (lost/misuse).

Disposition: Temporary. Cutoff at end of calendar year in which case closed. Retire 5 years after cutoff. Destroy 30 years after cutoff.

DispAuthNo: DAA-0059-2011-0010-0002 **Date Edited:** 1/3/2013

A-11-044-03a Investigative Management System (IMS-C) - Classified

Description: a. Master File

An electronic tracking system used to control and document criminal and administrative investigations. Information covers case background, case allegation, case documented interviews, evidence, surveillance videos/audio tapes, pictures, post records and foreign government records, and related investigative information.

Disposition: Temporary. Destroy/delete master file data 100 years after case closes. NOTE: If the Bureau of Diplomatic Security becomes aware of any significant or precedent-setting cases that may warrant preservation, notify NARA for an independent appraisal of these cases.

DispAuthNo: N1-059-36, item 1a **Date Edited:** 1/3/2013

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A-11-044-03b Investigative Management System (IMS-C) - Classified

Description: b. Outputs:

Electronic files consisting solely of records extracted from a single master file or data base that is disposable under GRS 20 or approved for deletion by a NARA-approved disposition schedule, EXCLUDING extracts that are:

- Produced as disclosure-free files to allow public access to the data; or
- Produced by an extraction process which changes the informational content of the source master file or data base; which may not be destroyed before securing NARA approval.

Disposition: Temporary. Delete when the agency determines that they are no longer needed for administrative, legal, audit or other operational purposes.

DispAuthNo: GRS 20, item 5 **Date Edited:** 1/3/2013

A-11-044-03c Investigative Management System (IMS-C) - Classified

Description: c. Outputs:

Printouts derived from electronic records created on an ad hoc basis for reference purposes or to meet day-to-day business needs.

Disposition: Temporary. Destroy when the agency determines that they are no longer needed for administrative, legal, audit or other operational purposes, provided the printouts do not contain substantive information, such as substantive annotations, that is not included in the electronic records. (Printouts that contain substantive information should be disposed of in accordance with the NARA-approved schedule that covers the series in which they are filed.)

DispAuthNo: GRS 20, item 6 **Date Edited:** 1/3/2013

A-11-044-03d Investigative Management System (IMS-C) - Classified

Description: d. System Backups:

System Backups and Tape Library Records. Backup Tapes maintained for potential system restoration in the event of a system failure or other unintentional loss of data.

Disposition: Temporary. Delete/destroy incremental backup tapes when second and subsequent backup is verified as successful or when no longer needed for system restoration, whichever is later.

DispAuthNo: GRS 24, item 4a(1) **Date Edited:** 1/3/2013

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A-11-044-03e **Investigative Management System (IMS-C) - Classified**

Description: e. System Documentation

Includes systems requirements, system design, and user guides.

Disposition: Temporary. Delete/destroy when superseded or obsolete, or upon authorized deletion of the related master file or data base, or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is latest.

DispAuthNo: GRS 20,item 11a(1)

Date Edited: 1/3/2013

A-11-044-04 **Time and Attendance Source Records**

Description: All time and attendance records upon which leave input data is based, such as sign-in sheets; DS-1194, Time and Attendance Reports; JF-56, Authorization of Premium Compensation; DS-1734M, Tatel/PC (draft and final report); DS-1216, Leave Statements; flextime records, and leave applications for jury and military duty.

Disposition: The following disposition is temporarily suspended due to the AFGE litigation hold. These records may not be destroyed until further notice.
Temporary. Block files annually. Retire yearly accumulations of one box or more to RSC when no longer needed or transfer to WNRC. Destroy after GAO audit or when 6 years old, whichever is sooner

DispAuthNo: GRS 2, item 7

Date Edited: 1/3/2013

A-11-044-05a **Supervisor's Personnel Files and Duplicate OPF Documentation**

Description: a. Supervisor's Personnel Files

Correspondence, forms, and other records relating to positions, authorizations, pending actions, position descriptions, requests for personnel action, and records on individual employees duplicated in or not appropriate for the OPF.

Disposition: Temporary. Review annually and destroy superseded or obsolete documents, or destroy file relating to an employee within 1 year after separation or transfer.

DispAuthNo: GRS 1, item 18a

Date Edited: 1/3/2013

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A-11-044-05b	Supervisor's Personnel Files and Duplicate OPF Documentation
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Description:	b. Duplicate Documentation.
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Other copies of documents duplicated in the OPF's not provided for elsewhere in this schedule.

Disposition:	Temporary. Destroy when 6 months old.
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DispAuthNo:	GRS 1, item 18b	Date Edited:	1/3/2013
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A-11-044-06	Budget Background Records
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Description:	Cost statements, rough data and similar materials accumulated in the preparation of annual budget estimates, including duplicates of budget estimates and justifications and related appropriation language sheets, narrative statements, and related schedules; and originating offices' copies of reports submitted to budget offices.
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Disposition:	Temporary. Destroy 1 year after the close of the fiscal year covered by the budget.
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DispAuthNo:	GRS 5, item 2	Date Edited:	1/3/2013
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Chapter 11: Diplomatic Security Records

Defensive Equipment and Armored Vehicles Division

A-11-045-01 Armored Vehicle - Purchasing Program Files

Description: Documentation on vehicles procurement, GSA purchasing documentation and shipping information.

Disposition: Temporary. Cut off file at the end of each fiscal year. Destroy one (1) year after vehicle is disposed of by Department of State. Supersede N1-059-94-43, item 47a

DispAuthNo: N1-059-11-17, item 1 **Date Edited:** 1/18/2013

A-11-045-02 Armored Vehicle - Program Files - Arrange by Vehicle ID Number

Description: Documentation on vehicles and other related security equipment by serialized inventory or identification number, covering cars condition, maintenance, planning, requests for vehicle, and other related subjects.

Disposition: Temporary. Cut off file at the end of each fiscal year. Destroy one (1) year after the Department of State disposed of the asset. Supersede N1-059-94-43, item 47a

DispAuthNo: N1-059-11-17, item 2 **Date Edited:** 1/18/2013

A-11-045-03 Armored Vehicle - Program Files - Arrange by Post

Description: Documentation on vehicles and vehicle condition, including cables and reports on defensive equipment covering cars condition, and maintenance planning.

Disposition: Temporary. Cut off file at the end of each fiscal year. Destroy one (1) year after the Department of State disposed of the asset. Supersede N1-059-94-43, item 47a

DispAuthNo: N1-059-11-17, item 3 **Date Edited:** 1/18/2013

A-11-045-04 Armored Vehicle - Contracts

Description: Copies of Award/Contract SF-26.

Disposition: Temporary. Destroy 3 years after completion of contract. (N1-059-94-43, item 49c)

DispAuthNo: N1-059-11-17, item 4 **Date Edited:** 1/18/2013

A-11-045-05 Defensive Equipment - Program Files - Arranged by Procurement Request

Description: Documentation on security equipment covering procurement of protective equipment and funding. Memorandums, cables, and ARIBA orders covering security equipment.

Disposition: Temporary. Destroy three (3) years after placement of order. Supersede N1-059-94-43, item 47b(2)

DispAuthNo: N1-059-11-17, item 5 **Date Edited:** 1/18/2013

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A-11-045-06	Defensive Equipment - Post Program Files - Domestic Offices
Description:	Documentation on security equipment covering maintenance and product integrity. Memorandums, inventories, and all historical documentation of firearms purchases and distribution. Copies of firearms transactions.
Disposition:	Temporary. Cut off when firearm has been destroyed and/or melted down. Destroy 25 years after cut off or when no longer needed, whichever is later
DispAuthNo:	N1-059-11-17, item 6 Date Edited: 1/18/2013
A-11-045-07	Defensive Equipment - Firearms Control Files
Description:	Documentation on security equipment covering maintenance and product integrity. Tracking database compiled regarding weapons information throughout it life cycle. The database includes but limited to the make, model, serial number, name assigned security person, shipping and other related information.
Disposition:	Temporary. Cut off when firearm has been destroyed and/or melted down. Destroy 25 years after cut off or when no longer needed, whichever is later.
DispAuthNo:	N1-059-11-17, item 7 Date Edited: 1/18/2013
A-11-045-08	Defensive Equipment – Program Files - Arrange by Agent
Description:	Documentation covering agents assigned duty firearms to include current location. Agent files, memorandums, messages, cables and other related materials.
Disposition:	Temporary. Cut off file at the end of Agent's career with Department of State. Destroy five (5) years after cut off. Supersede N1-059-94-43, item 47b(1)
DispAuthNo:	N1-059-11-17, item 8 Date Edited: 1/18/2013
A-11-045-09	Defensive Equipment - Post Program Files - Arrange by Overseas Post
Description:	Documentation covering special protective equipment shipments, special equipment, supplies, and other related subjects. Includes but not limited to posts, individuals, posts covering agents. Post Files. Status reports, firearms inventories, emails, inventories, disposition, shipping data and other related information pertaining to supplies and equipment provided to post.
Disposition:	Temporary. Cut off end of the calendar year. Destroy three (3) years after cut off or when no longer needed, whichever is later.
DispAuthNo:	N1-059-11-17, item 9 Date Edited: 1/18/2013

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A-11-045-10 Defensive Equipment - Procurement

Description: Documentation on security equipment covering maintenance, procurement, product integrity, protective equipment, shipments, special equipment, storage, supplies and other related subjects. Copies of award/contract SF 26.

Disposition: Temporary. Destroy three (3) years after completion of contract.

DispAuthNo: N1-059-11-17, item 10 **Date Edited:** 1/18/2013

A-11-045-11 Defensive Equipment – Equipment Requisitions - Arranged by Location.

Description: Documentation includes but not limited to emails, cables, memos, work orders and other related subjects covering requests for expendable and non-expendable equipment for domestic and overseas security officers from DS/PSP/DEAV Special Protective Equipment catalogue.

Disposition: Temporary. Cut off at the end of calendar year. Destroy three (3) years after cut off.

DispAuthNo: N1-059-11-17, item 11 **Date Edited:** 1/18/2013
